

**ATTENDANCE AND EXCUSES**

The State attendance laws require regular school attendance and punctuality with both the school and parents having a responsibility for enforcing these laws. It is well documented that a child's achievement is directly linked to regular attendance. The state also requires a school to maintain an accurate record of each student's attendance. A student should not be absent from school without the knowledge and consent of the parent. A student should only be absent for health reasons which include illness, or in cases of family emergencies.

The Governing Board shall be the final judge in determining what constitutes a legitimate absence, including medical verification for excessive absence, and will take whatever action is deemed necessary to correct the causes thereof.

The Governing Board directs that "justifiable absences" shall be granted only for comparable short-term absences (maximum: five days excluding weekends). "Justifiable absences" may be granted for such purposes as traveling with parents on a vacation, business trip or extended student excursions such as science camp. In such cases, the parent/teacher may be required to submit to the board a proposed itinerary that may include:

1. Destination of intended vacation or business trip
2. Intended curriculum, if any, that will be used
3. Intended hours and days of instruction
4. Intended skills to be taught

**Policy adopted:** November 12, 1998

**Revised:**

**ATTENDANCE AND EXCUSES****ABSENCES**

If absent from school, the Governing Board or its designee may require a satisfactory explanation from the parent or guardian of the pupil, either in person or by written note.

**EXCUSED ABSENCES**

Students receive an excused absence when they are absent from school for the following reasons:

1. Illness or injury of the student
2. Serious illness of a member of the family which necessitates the absence of the student
3. Death of family member or friend
4. Justifiable personal reasons, including but not limited to, an appearance in court, observance of a religious holiday, medical and dental appointments, and such other absences as the Governing Board may consider justifiable when requested in advance.

Students are allowed to complete all assignments and tests missed during an excused absence that can reasonably be made up, and on completion shall be given full credit. Students who plan to be absent for reasons other than the four listed above must seek approval by presenting a written note to the principal or his designee who will then indicate approval or disapproval.

The parent/teacher shall decide what if any assignments are to be made up and in what period of time the pupil shall complete such assignments. Tests and/or assignments may be the same as those missed, or shall be reasonably equivalent to them.

**ATTENDANCE AND EXCUSES****UNEXCUSED ABSENCES**

Unexcused absences are those which do not come under any of definitions of excused absences. Students who have unexcused absences may be denied to make up privileges. Such absences may be reflected in the student's final grade.

**ATTENDANCE****Kindergarten Through Sixth Grade Students**

Any student who has been absent for ten (10) or more days may be recommended for retention at his/her current grade level. Any student who has been absent for twenty (20) or more days will be recommended for retention at his/her current grade level. The following students are exempt from this policy: (The Governing Board or its designee will make the final determination, in conjunction with a medical doctor, if appropriate, regarding the student's qualification for a waiver under the provisions of paragraphs (a), (b), and (c) below.)

- a. Students who are victims of catastrophic illness.
- b. Students absent due to chronic illness or infectious disease.

Note: Parents of students who are absent ten (10) or more days due to illness, other than (a) and (b) must be able to verify, to the satisfaction of the principal, that the absences were due to illness.

**Seventh and Eighth Grade Students**

Seventh and eighth grade students who do not come under exemptions (a), (b), and (c) listed above, may not have more than four (4) days per semester course, or two (2) days per quarter course. Absences in excess of four (4) days per semester course and two (2) days per quarter course will be cause for failure. As indicated above, the principal will make the final determination regarding the student's qualification for a waiver.

**ATTENDANCE****Comprehensive High School Students (Con't.)**

Teachers/Parents of High School students are to develop positive reinforcement incentives to encourage excellent attendance. Ninth through twelfth grade students may not have more than two (2) days of unexcused absence per trimester per course, three (3) days per semester, or one and a half (1.5) days per quarter. Students who have exceeded the allotted number of unexcused absences, may make up the unexcused absences and receive credit which would have otherwise been earned by participating in a qualified equivalent educational alternative. (e.g. one full day on a Saturday for one day of unexcused absence.) The alternative program must be completed within five school days following the end of the marking period in which the unexcused absences fall. Students who fail or choose not to use the alternative program will fail the course and receive 0 credit.

**ATTENDANCE AND EXCUSES**

Any of the following persons may verify an absence due to illness or quarantine:

- a. The school principal
- b. The school assistant principal
- c. The school secretary
- d. A public health nurse
- e. A physician
- f. A teacher
- g. Any other qualified employee of the Governing Board assigned to make such verification.

**Policy adopted:** November 12, 1998  
**Revised:**