

Each school principal is responsible for overseeing attendance procedures and ensuring that:

1. Attendance is accurately checked and reported daily for each class.
2. All student absences are followed up.
3. Written excuses are to be submitted for absences.

Conditions as noted below apply to various types of excused absences:

1. Personal illness: The principal may require the certificate of a physician if deemed appropriate.
2. Quarantine of the home: The absence of a child from school under this condition is limited to the length of quarantine as determined by the proper health officials.
3. Death of a relative: The absence arising from this condition is limited to a period of three (3) days unless a reasonable cause may be shown for a longer absence.
4. Observance of religious holidays: Any child of any religious faith will be excused if his absence is for the purpose of observing a religious holiday consistent with his creed or belief, upon written request from the parent or guardian. The principal may require a written statement from church authorities substantiating any required religious observances.
5. Emergency or circumstances which in the judgment of the principal constitutes a good and sufficient cause of absence from school: Any request from a parent that a child be excused will be considered by the principal, but need not be granted if the principal believes that such approval would be educationally harmful to the student or set a poor example in matters of school attendance for the student or other students. Regulations published by the principal for students and parents will emphasize the scheduling of family vacations during school vacations and recess periods.
6. Truancy: Absent students not having parent(s) or guardian(s) permission are considered by the school as being truant. Students so identified will be contacted by either a school official or the attendance officer and brought to school. The school administration will send a letter to parents of the truant student requesting a conference within three (3) days to discuss the matter. If the truancy problem continues, the school administrator will send by registered mail a letter to the parents of the truant student, indicating the nature and seriousness of the problem and enclose a copy of school attendance law. A copy of this letter will also be sent to the juvenile officer. If truancy continues, the juvenile officer will issue a summons to the truant student and

their parent(s) or guardian(s). The summons will serve notice of time and date for the student and parent(s) or guardian(s) to appear in Juvenile Court. The school district may also pursue legal action.

Students granted excused absences will be allowed and encouraged to make up any work which is missed.

Students who do not attend school the full day for any unexcusable reason will not be allowed to participate in, or attend any school activities on that day, including practice sessions, school performances, or any school-sponsored events unless previous arrangements for the absence were made through the school office. Activity sponsors are responsible for enforcing this regulation.

It is the responsibility of the school administration to counsel students and parents in order to seek improvements on poor attendance. The principal will document action taken.

Law Reference:

Appendix Reference:

Date Adopted: January 13, 2005

Revision Dates:

Last Review Date: