

Student Absences and Excuses

This attendance policy is designed to provide guidance and procedure for managing and improving student attendance. In addition, it is recognized that other important factors which impact school attendance include the positive relationships that exist between teachers and their students, and the ongoing timely involvement of parents. It is the District's intention to encourage all students to have good attendance and to participate in school; however it may become necessary as a last resort to administer interventions which may include taking legal action when a student's level of absence becomes chronic. The following regulations will apply:

Interventions at elementary schools

Incentive programs shall recognize and reward those students with perfect attendance, exemplary attendance, and improved attendance.

Interventions for unexcused absences may include administrative conferences, detention, and make-up time.

Make-up work shall be provided for any class in which a student has an absence or is suspended unless otherwise determined by the building administrator. The teacher will provide missed assignments after the student returns.

In the case of both excused and unexcused absences, the principal or designee will make a reasonable number of attempts to contact parents/guardians in an effort to address a student's attendance issues.

Interventions at middle schools

Incentive programs shall recognize and reward those students with perfect attendance, exemplary attendance and improved attendance.

Interventions for unexcused absences may include administrative conferences, detention, suspension, and make-up time.

Make-up work shall be provided for any class in which a student has an absence or is suspended unless otherwise determined by the building administrator. Credit may be withheld for unexcused absences. Students who are unexcused may make up missed work for 50% credit in accordance with law and this regulation. Students who are suspended may make up missed work for reduced credit in accordance with law, this regulation, and Board Regulation JKD/JKE-R, A, 9. The teacher will provide missed assignments after the student returns.

In the case of both excused and unexcused absences, the principal or designee will make a reasonable number of attempts to contact parents/guardians in an effort to address a student's attendance issues.

Interventions at high schools

Incentive programs shall recognize and reward those students with perfect attendance, exemplary attendance and improved attendance.

Interventions for unexcused absences may include administrative conferences, detention, suspension, and make-up time.

Make-up work shall be provided for any class in which a student has an absence or is suspended unless otherwise determined by the building administrator. Credit may be withheld for unexcused absences. Students who are unexcused may make up missed work for 50% credit in accordance with law and this regulation. Students who are suspended may make up missed work for reduced credit in accordance with law, this regulation, and Board Regulation JKD/JKE-R, A, 9, as determined by the building administrator.

In addition:

1. At all middle and high schools, 9 unexcused absences in a class within an 18-week period (semester) and/or 6 unexcused absences within a 9-week period (quarter) may result in a loss of credit (NC). Students over 17 may be removed from class if their cumulative average of class work results in a failing grade. Students with chronic absenteeism may be placed on a flexible schedule and referred to an alternative program. Where extenuating circumstances exist, the principal or designee may extend partial/full credit providing that specific conditions established by the school are met.
2. Because students under age 17 must fulfill the requirements of the compulsory attendance law, they will remain in the class regardless of the number of unexcused absences. The minimum number of unexcused absences a student may incur before judicial proceedings may be initiated to enforce compulsory attendance is four (4) days in a month or ten (10) days by statute during any school year.
3. In the case of a suspension the total time missed for that suspension period will be counted as one excused absence for purposes of grade reduction and/or loss of credit. Suspended students may make up missed work for reduced credit in accordance with law and Board Policy Regulation JKD/JKE-R.
4. In the case of both excused and unexcused absences, the principal or designee will make a reasonable number of attempts to contact parents/guardians in an effort to address a student's attendance issues. As part of this communication, the principal or designee shall notify parents/guardians of any grade reduction and/or loss of credit.
5. All students are expected to make up school work because of absenteeism.
 - a. Students with excused absences will be granted a reasonable amount of time to complete make-up work—generally two days for each day absent.
 - b. Time allowed for make-up work may not extend beyond the end of the grading period except by special permission of the principal or designee.

- c. Students with prearranged absences must make arrangements prior to the absence for completing make-up work.
 - d. Students with unexcused absences due to tardiness will receive 50% credit for work completed at all grade levels for all class work missed and will be held responsible for knowledge of class work covered during their absence.
 - e. Students with excused absences due to suspension will receive not more than 50% credit at the middle school level and not more than 25% credit at the high school level for all class work missed and will be held responsible for knowledge of class work covered during their absence.
6. Parents/guardians may request a conference with the building administration to discuss a decision related to the attendance policy and these regulations. The conference must be requested within one week of notification.

Notification of parents/guardians regarding excused and unexcused absences

The principal or designee will make reasonable efforts to work closely with parents/guardians to identify and resolve student attendance issues. Regardless of grade level, the following actions will be taken if a student's excused or unexcused absences reach the levels identified.

Excused Absences

- After 6 excused absences – a general letter of concern will be sent to the student's parent/guardian.
- After 9 excused absences – a second letter will be sent indicating that when the student reaches 12 absences that he/she will no longer be excused without documentation from a health care provider.
- On the 13th absence – the student and parent/guardian will be asked in writing to meet with school officials to discuss pertinent issues and develop an educational plan including an attendance contract. This mailing will include a reference to the appropriate District policy and state law which will be discussed at the subsequent meeting.
- In all cases, letters sent to parents/guardians will be addressed to the current address on file with the District.

Unexcused Absences

An unexcused day is equal to a whole school day or individual classes over several school days that cumulatively add up to one whole school day. In addition, 3 unexcused tardy occurrences will be considered a one-half day unexcused absence.

- After 3 unexcused days – a general letter of concern will be sent to parents/guardians requesting a conference with school officials.
- After 6 unexcused days – a second letter will be sent indicating that the student has violated board policy regarding the number of unexcused absence days

allowed before judicial proceeding may be initiated and requiring a meeting with the parent/guardian.

- After 10 unexcused days – a letter including a reference to the state compulsory attendance law and notification that the student’s attendance will be monitored for the next 10 days at which time a decision may be made which may include legal action.
- In all cases, letters sent to parents/guardians will be addressed to the current address on file with the District.

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