

STUDENT PERSONNEL

Series 500

Policy Title: **Student Absences - Excused**

Code Number: **501.11**

Regular attendance by students is essential for students to obtain the maximum opportunities from the education program. Students shall attend school unless excused by their Building Principal. Student absences approved by the Principal shall be excused absences. Excused absences shall count as days in attendance for purposes of the truancy law. These absences include, but are not limited to, illness, family emergencies, recognized religious observances and school-sponsored or approved activities.

A parent or guardian must notify the student's attendance center before 9:00 a.m. or as soon as the parent knows the student will not be attending school on that day. The Principal or his/her designee may request evidence or written verification of the student's reason for absence. [See individual building handbooks.] Likewise, it shall be the responsibility of the school to contact the parent or guardian when a student is absent without prior approval/parental excuse.

It shall be the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed. Students whose absences are approved shall make up the work missed and receive full credit for the missed schoolwork.

Students who wish to participate in school-sponsored activities must attend school the entire day on which the activity is scheduled unless permission has been given by the Principal for the student to be absent.

First Adoption: September 13, 1994
Revision Adoption: August 18, 1998/March 1, 2002/September 8, 2008/August 8, 2011/
 February 8, 2016
Legal Reference: Iowa Code §294.4; 299
 281 I.A.C. 12.3(4)