

Excused Absences

A student shall be coded with an excused absence from school for the following reasons when prior notice is provided to the school's Attendance Office:

1. Children can be excused by their parent/guardian, for any reason, for up to ten days a year. Students are required to make up any work missed during the absence [118.115(3)(c)]. Excused absences include but are not limited to the following:
 - a. Appointments that cannot be scheduled outside of the school day.
 - b. A court appearance or other legal procedure that requires the student's presence.
 - c. A death in the immediate family or funerals for relatives or close friends.
 - d. Religious instruction or holidays.
 - e. Attendance at special events of educational value such as college visits, job fairs, etc.
2. Evidence that the student is temporarily not in proper physical or mental condition to attend school. When such an absence is expected to be for several days, the parent is expected to obtain a written statement from a physician, dentist, chiropractor, optometrist, or psychologist, or Christian Science practitioner residing in the state and listed in the Christian Science Journal as proof of the physical or mental condition of the student.
 - a. Such an excuse shall be in writing and shall state the period of time, which shall not exceed 30 days. Absences beyond 30 days require another written statement.
 - b. This form is available in this plan's appendices, in each Attendance Office, and is also available on the district's website under the resources for parents.
3. Religious instruction (see Policy 5223)
 - a. The Board shall permit students, with prior written parental permission, to be absent from school during required school periods at least sixty (60) minutes but not more than 180 minutes per week to obtain religious instruction outside of school.
 - b. A student must be properly registered and a copy of such registration must be filed with the principal. The supervisor of the religious instruction must report monthly to the District the names of the students who are attending the weekly instruction.
4. The observance of religious holidays consistent with the student's creed or belief.
5. The student is serving a suspension or expulsion.
6. Approved school activities during class time.
7. The Board has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.
8. The Board has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a residential care center, a secure detention facility, or a juvenile portion of a county jail, and the student and their parent or guardian agree that the student will continue to participate in such a program.
9. The student is a "child at-risk" as defined under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to a high school graduation, as provided under State law.

Make-up Course Work and Examinations

1. Students who are absent from school, shall be permitted to make-up course work and examinations missed during the absence when they return to school; with the exception of an expelled student.
2. It is the student's responsibility to contact their teachers to determine what coursework and examinations must be completed.
3. Teachers shall have the discretion to assign substitute coursework and examinations. Teachers shall also have the discretion to specify where and when examinations and coursework shall be completed, including outside regular school hours.
4. The time for completing the work shall be commensurate with the length of the absence, unless extended by the principal based upon extenuating circumstances.