

STUDENT ABSENCES - EXCUSED

Regular attendance by students is essential for students to obtain the maximum opportunities from the education program. Parents/guardians and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school 180 days unless excused by the principal of their attendance center.

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:

- Personal illness
- funerals
- family emergencies
- recognized religious observances
- national holidays
- medical appointments
- court appearances
- school related or approved activities
- family trips/vacations if the student's work is finished prior to the trip/vacation

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

Students who wish to participate in school-sponsored activities must attend school one-half day the day of the activity unless permission has been given by the principal for the student to be absent.

It shall be the responsibility of the parent/guardian to notify the student's attendance center as soon as the parent knows the student will not be attending school on that day. The principal may request evidence or written verification of the student's reason for absence.

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Legal Reference: Iowa Code §§ 294.4; 299 (2014).  
281 I.A.C. 12.2(4).

Cross Reference: 501 Student Attendance  
503 Student Discipline  
504 Student Activities  
506 Student Records

Approved 6/8/1998

Reviewed 07-13-2015

Revised \_\_\_\_\_