

STUDENT ABSENCE

Excused & Unexcused Absences

All absences are considered unexcused until there is parental contact. Parents have **24 hours (until the end of the following school day after the absence)** to contact the school office to excuse an absence. Beyond that 24-hour timeframe absences **will remain unexcused with rare exceptions** needing approval by the appropriate administrator.

Students absent for more than 3 consecutive days, or on a regular basis over the course of a quarter must provide medical/doctor documentation supporting the absence to be considered excused. Absences will be excused for the following reasons:

- Student illness
- Doctor's appointments
- Death in the family
- Special circumstances receiving prior approval by the appropriate administrator
- Absences with approval requests submitted after the absences will be handled on a case-by-case basis

Students are permitted to make up academic work only when an absence is excused.

- At the beginning of the year, each teacher will send home a copy of their **classroom policy regarding make-up work** for student absences.
- Any requests for make-up work should be made with the school office by **9:00 a.m.** to ensure that the teachers have time to honor the request. Elementary, middle, and high school students' homework assignments should be picked up in the office between 3:15 and 4:00 p.m.

Absence & Participation in Events/Programs (games, concerts, etc....)

Students absent from school are not allowed to attend or participate in events/programs on the day of their absence. Attendance is required the ENTIRE day of school on event/program days. Exceptions will be made only for non-illness medical appointments or with approval from the appropriate administrator.

ELEMENTARY Absent work Policy

Planned Absences: Notification of a planned absence should be given to the teacher and principal at least two weeks prior to the absence. Class work for the absence will need to be picked up one week prior to the first day of the absence in order to allow the student an opportunity to begin working on the absent work. All absent work must be turned in no later than two days after the student's return to school. Work not turned in by that time will not receive credit.

Illness Absences: All missed work is due the Monday following the student's return to school.