

## **STUDENTS - Series 500**

### **501 Student Attendance**

#### **501.9 Student Absences - Excused**

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

Student absences approved by the administration 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 or medical problems, funerals, family emergencies and other unforeseen absences approved by the principal. Family trips of three days or more may be considered excused absences provided there is direct parent-administration communication to justify the need for the student to be absent for the length of time stated.

Privilege absences are preplanned absences that must be approved by the principal at least three days in advance of the absence. The following privilege absences are excused absences: college/career visits, family vacation, participation in school sponsored activities, family weddings and other foreseen absences as approved by the principal.

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 at least one-half of the day immediately preceding the event unless permission has been given by the principal for the student to be absent.

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

Adoption Date: December 9, 1991  
Review Date: October 13, 2008  
Revision Date: January 15, 2001  
Legal References: Iowa Code S294.4 (1991).  
Iowa Code S299 (Iowa Acts 1991).  
281 Iowa Admin. Code 12.2(4),

Cross References: 501.1 Compulsory Attendance  
502 Student Discipline  
503 Student Activities  
505.6 Student Records

