

JBD **ABSENCES AND EXCUSES** (Cf. IHEA, JDD) (See JBE)

JBD

Any absence from school, other than for illness, is discouraged by the board. Parents are an important factor in insuring attendance in school. Any student who is absent from school shall be expected to bring a note to school on the next day following the absence, signed by parent or guardian, explaining the reason for the absence, or the parent or guardian may contact the building office on or before the day of absence.

APPROVED: December 13, 1982

REVIEWED: January 14, 2002

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JBD-R **ABSENCES AND EXCUSES** (Cf. IHEA, JDD) (See JBE)

JBD-R

As used in this policy, the following definitions shall apply:

EXCUSED ABSENCES

Excused absences shall be any absence because of personal illness, serious illness or death in the student's immediate family, medical or dental appointments, working for parents provided the student is sixteen (16) years of age or older and such absences do not exceed five (5) days per semester, absences approved by the building principal for school sponsored or school related activities and absences caused by extreme weather, hazardous road conditions, bona fide personal emergencies. Late arrival of buses or early dismissal of buses will not be counted as an absence or a tardy.

Students may be excused by the parent or guardian for trips with their family. Prior arrangements must be made by the parent with the school administration. Students shall be given the opportunity to make up the class work missed. It shall be at the discretion of the teacher as to whether the work shall be made up before or after the trip. If these conditions are met the absence for the trip shall be excused.

All absences which are not specifically included as excused absences shall be recorded as unexcused absences.

JBD-R ABSENCES AND EXCUSES (Cf. IHEA, JDD) (See JBE)

JBD-R-2

Any student who is less than sixteen (16) years old and has three or more successive days of unexcused absences or who has five or more unexcused absences in any semester shall be reported as a truant in compliance with law.

SIGNIFICANT PART OF A DAY

A student in grades one through six who is absent for a period of greater than one hour shall be counted absent 1/2 day. A student who is absent for a period of greater than four hours shall be counted absent for one full day.

In the Junior-Senior High School, grades seven through twelve, a student who misses one complete class period shall be counted absent for one class period. A student shall be counted absent by class period.

In the event of excused absences, a student may have no less than as many days to make up his/her work without penalty as he/she was absent. A doctor's certification may be required at the discretion of the principal in instances where excused absences exceed five school days per semester. In all instances, a written statement from parents or guardian will be required before an excused absence will be granted.

In the event of unexcused absences, each principal is hereby directed to develop appropriate disciplinary procedures compatible with the various age groups served to apply in his/her building and submit these to the superintendent and board for their approval.

In the event a student under sixteen (16) years of age has three or more consecutive unexcused absences or five or more unexcused absences in any one semester, the principal shall report such unexcused absence as required by law to the proper SRS authorities for appropriate action.

Students who are sixteen (16) years of age or older may be expelled if they have three or more consecutive days of unexcused absences or accumulate more than five (5) unexcused absences in any semester. Such expulsion shall be implemented according to law.

In any instance where it is shown that a student has turned in a forged or falsified statement regarding an absence, or if it is shown that a parent has submitted false information to the school authorities, such facts shall be submitted to the superintendent for his/her disposition.

EXCESSIVE ABSENTEEISM/LOSS OF CREDIT

Research indicates a direct relationship between a student's attendance at school and academic success. Because attendance is an important part of a student's educational program, attendance shall be kept on a semester basis. Following ten (10) absences in any class during a semester, a student shall be placed on Academic Probation. A student shall receive no credit in that semester for any class in which the daily absences exceeds ten (10) days. (Note: Absences due to participation in Beloit Junior-Senior High School or Special Education Activities will not count as an absence for loss of credit).

Written notice by certified mail shall be sent to parents following the 8th and 10th absences. These notices shall inform the parents of the policy and the potential loss of credit. Following the 10th absence, parents and student shall be notified that the student has lost credit. At this time the school shall have two (2) options:

- 1). The student will be allowed to stay in class, as long as conduct is appropriate, but will receive no credit.
- 2). The student will be withdrawn from the class and will be assigned to an alternative area.

Parents will have five (5) days in which to appeal the loss of credit to the Hearing Committee. The Hearing Committee shall consist of the principal, assistant principal, counselor, and the student's teachers. If the Hearing Committee upholds the loss of credit, parents may appeal the decision to the USD 273 Board of Education.

The Hearing Committee can:

- 1). Determine that the case is a hardship case and allow the student to receive credit.
- 2). Place the student on probation, setting the conditions for credit.
- 3). Student and parent may agree to voluntarily withdraw the student for the remainder of the current semester. The student may be readmitted for the following academic semester on a probationary status.

Probationary Academic status indicates the student must meet the recommendations of the hearing committee in order to receive credit for the semester.

HARDSHIP WAIVER

In the event of a known illness or accident, the Principal may waive the policy and the Hearing Committee meeting. It will be the responsibility of the parent or guardian to inform the school of the hardship.

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