REGULATIONS RE: STUDENT ABSENCES/EXCUSES

A. Definition of terms regarding attendance

1. Excused absence – An excused absence is any absence due to the following conditions:

   a. Death or serious illness in the immediate family

   b. Subpoenaed court appearance

   c. Medical condition or appointment verified by a physician or dentist

   d. Serious personal illness or exclusion from school for medical reasons

   e. Religious holidays

   Students must present proof and a reason for an absence by a statement from the parent(s) or guardian, a statement from a doctor or dentist, or a subpoena. This documentation must be provided on the day the student returns to school and no later than the second day following the student's return to school. The principal will be the judge of the validity of any excuse or documentation. Make-up work is required for all academic work missed.

   f. Absences pre-arranged with the principal. The principal will designate these absences as excused or unexcused. A student requesting a pre-arranged absence, shall, prior to being absent, notify the school principal of circumstances requiring absence from school. If the principal designates the absence as excused, it is then the responsibility of the student to secure assignments from teachers, and make provisions of academic requirements.

2. Unexcused absence – Any absence which is not classified as an excused absence shall be classified as unexcused. The student will not be permitted the opportunity for make-up work for any academic assignments missed during an unexcused absence. (This includes time lost from school due to suspension.)

B. Attendance and Grades

The student's grades may be affected by attendance as follows:

1. lowering daily grades for unexcused absences;

2. lowering test averages by recording a zero for failure to complete required assignments resulting from excused and approved absences;

3. lowering averages by recording a zero for failure to complete required assignments resulting from excused absences; and

4. assignment of a failing grade (65, or the student's average, whichever is lower) for the six weeks grading period to any student who has accumulated six (6) or more unexcused absences during that grading period. This will include students who miss six (6) or more class meetings unexcused for the same course in a six week grading period. The reason for the failing grade also will be communicated on the report card.

Adopted: October 28, 2004

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CAMPBELL COUNTY SCHOOL BOARD