

SCHOOL ATTENDANCE NOTICE

GRADES PRE-K THROUGH GRADE 8

SCHOOL YEAR 2013-2014:

Attendance requirements are found in Bulletin 741, Chapter 11, Section 1103. Students in Pre-K through grade 8 will be allowed to miss **14 DAYS** during the school year. Excuses must be provided for daily absences and all classroom assignments completed before the student will be considered for promotion. A student who misses more than 14 days will have to provide documentation verifying extenuating circumstances resulting in excessive absences. **Excuses for daily absences will not be sufficient documentation for excessive absences.**

Parents are notified through absentee letters and information on student's report card to keep them informed about student's absences. Parents will be contacted by the Supervisor of Child Welfare and Attendance when their child's absences become excessive. Once contacted, parents will have two calendar weeks to provide acceptable documentation for excessive absences. If the parent cannot provide valid reasons for absences, the student will not be considered for promotion, appropriate law enforcement agencies will be contacted, and legal proceedings will be initiated.

Reasons for extenuating circumstances resulting in excessive absences must be verified by the Supervisor of Child Welfare and Attendance. Parents must provide the following documentation:

1. Extended personal, physical, or emotional illness as verified by a physician or nurse practitioner licensed in the state.
2. Extended hospital stay in which a student is absent as verified by a physician or dentist.
3. Extended recuperation from an accident in which a student is absent as verified by a physician, dentist, or nurse practitioner licensed in the state.
4. Extended contagious disease within a family in which a student is absent as verified by a physician or dentist licensed in the state: or
5. Observance of special and recognized holidays of the student's own faith.
6. Visitation with a parent who is a member of the United States Armed Forces or the National Guard of a state and such parent has been called to duty or is on leave from overseas deployment to a combat zone or combat support posting. Excused absences in this situation **SHALL NOT EXCEED FIVE (5) SCHOOL DAYS PER SCHOOL YEAR.**
7. Absences as verified by the principal or his/her designee as stated below:
 - A. Prior school system-approved travel for education.
 - B. Death in the family – **NOT TO EXCEED ONE WEEK.**
 - C. Natural catastrophe and/or disaster.

For any other extenuating circumstances, the student's parents or legal guardian must contact Supervisor of Child Welfare and Attendance.

Kent Davis, Superintendent

SCHOOL ATTENDANCE NOTICE

GRADES 9 THROUGH GRADE 12

SCHOOLYEAR 2013-2014:

Attendance requirements are found in Bulletin 741, Chapter 11, Section 1103. Students in grades 9 through 12 will be allowed to miss **7 DAYS** during the semester. Excuses must be provided for daily absences and all classroom assignments completed before the student can receive credit for classes. A student who misses more than 7 class periods in an individual class will have to provide documentation verifying extenuating circumstances resulting in excessive absences. **Excuses for daily absences will not be sufficient documentation for excessive absences.**

Parents are notified through absentee letters and information on student's report card to keep them informed about student's absences. Parents will be contacted by the Supervisor of Child Welfare and Attendance when their child's absences become excessive. Once contacted, parents will have two calendar weeks to provide acceptable documentation for excessive absences. If the parent cannot provide valid reasons for absences, the student will not receive credit for that class, appropriate law enforcement agencies will be contacted, and legal proceedings will be initiated.

Reasons for extenuating circumstances resulting in excessive absences must be verified by the Supervisor of Child Welfare and Attendance. Parents must provide the following documentation:

1. Extended personal, physical, or emotional illness as verified by a physician or nurse practitioner licensed in the state.
2. Extended hospital stay in which a student is absent as verified by a physician or dentist.
3. Extended recuperation from an accident in which a student is absent as verified by a physician, dentist, or nurse practitioner licensed in the state.
4. Extended contagious disease within a family in which a student is absent as verified by a physician or dentist licensed in the state: or
5. Observance of special and recognized holidays of the student's own faith.
6. Visitation with a parent who is a member of the United States Armed Forces or the National Guard of a state and such parent has been called to duty or is on leave from overseas deployment to a combat zone or combat support posting. Excused absences in this situation **SHALL NOT EXCEED FIVE (5) SCHOOL DAYS PER SCHOOL YEAR.**
7. Absences as verified by the principal or his/her designee as stated below:
 - A. Prior school system-approved travel for education.
 - B. Death in the family – **NOT TO EXCEED ONE WEEK.**
 - C. Natural catastrophe and/or disaster.

For any other extenuating circumstances, the student's parents or legal guardian must contact Supervisor of Child Welfare and Attendance.

Kent Davis, Superintendent