

## STUDENTS

### Attendance and Truancy

#### Overview of Policy

The School Board of the D.C. Everest Area School District believes it is the shared responsibility of the school and the home to assist students to develop desirable habits of punctuality and attendance. The Board expects that appropriate school personnel will implement this philosophy.

Students are expected to be in school. Illness of a pupil up to five days per semester is a normal circumstance where excused absence occurs. Students who have absence due to illness beyond five days per semester may be required to submit a doctor's excuse. Absences for which a written statement by a physician or other authority as listed in State Statute 118.15 (3)(a) is required but not presented will become unexcused. Habitual unexcused absences will be referred to the principal or his designee.

Every pupil must attend school punctually. Continued tardiness without sufficient excuse is considered truancy.

Principals will require satisfactory explanation from the parent or guardian for the absence of a pupil for all or any part of the school day. Principals or their designees are to call home or place of business of parents who have not notified the school of their child's absence. The principal or designee may use their discretion to determine if the absence is excused or unexcused.

The Superintendent shall establish procedures for school attendance records and truancy. It shall be the duty of each building principal to assure the keeping of adequate pupil personnel attendance records and to make required reports to the central administrative office.

It shall also be the responsibility of each building principal to work with the Superintendent to implement and enforce the appropriate truancy regulations. It shall also be the responsibility of all district personnel to cooperate with the designated attendance officers of each school in implementing and enforcing attendance and truancy regulations.

#### Excused Absences

The School Board desires that students participate fully in all-important learning experiences at school. The Board realizes that participation in various educational vacations and other activities that might be a part of family life also have educational value. It is hoped that families will match their vacations and other activities with school vacations. In any event, the School Board desires that students do not miss the opportunity to gain from their experience by achieving necessary skills that are a part of their curriculum.

#### Excused Absences - Family

Students will be excused from school for such activities as family vacations, deer hunting, church retreats, and any other family or church related activity that is felt to be appropriate by the principal. Each teacher assigned to work with the student will indicate in writing whether or not the student is passing. Students must be passing all courses and must agree to make up all missed assignments.

#### Summer School Attendance

It is the policy of the D.C. Everest Area School District that students enrolled in a district summer school program course establish and maintain desirable habits of punctuality and attendance. The administrative attendance officers (principals of the building or program) are empowered to approve a legal excuse to any pupil as outlined in school board policy. Students may be dropped from the summer school program course by the Superintendent or designee for continual absences or tardiness.

The administration will develop and communicate attendance procedures to all summer school personnel. It shall be the duty of each summer school teacher to keep accurate records of individual pupil attendance and to notify the attendance office of students that are absent or tardy. All attendance records will be sent to the Assistant Superintendent, Curriculum, Instruction & Technology at the conclusion of the summer school program

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