

**TRUANCY - UNEXCUSED ABSENCES REGULATION**

Students are required to be in attendance, pursuant to board policy, for \_\_\_\_\_ days per school year unless their absences have been excused by the principal for illness (absences for five or more consecutive days due to illness require a doctor's note), family emergencies, doctor or dental appointment, recognized religious observances and school sponsored or approved activities. Reasonable excuses may also include family trips or vacations if the student's work is finished prior to the trip or vacation. Absences that do not fall within the categories listed above will be considered unexcused unless approved by the principal. Parents are expected to telephone the school office to report a student's absence prior to 9:00a.m. on the day of the absence.

If a student accumulates unexcused absences in a class, he or she may lose credit for the class. Prior to imposing the loss of credit in one or more classes, the principal will provide the student an opportunity for an informal hearing.

School work missed because of absences must be made up.

Students will remain in class until the [*hearing panel, principal, superintendent*] makes a decision regarding loss or restoration of credit. Full credit is awarded to all assignments and tests submitted that meet the teacher's specifications until a decision regarding credit has been made.

If a student loses credit, that fact is recorded in the student's record as an ("*AD*" [*administrative drop*], "*AW*" [*administrative withdrawal*], or [*substitute a term not to include an F for failure or anything that looks like that*]).

A student who loses credit due to excessive absences is assigned to [*supervised study hall, in-school suspension*] for the period(s) in which the course(s) meets or the student may be reassigned to another class or location. A student who, after a hearing before the board, loses credit in all courses due to unexcused absences, will not be allowed to participate in any school activities until the following semester. However, the student is eligible to practice if all other eligibility criteria have been met.

The administration and guidance staff will make reasonable efforts to advise and counsel and may impose discipline upon any student approaching unexcused absences. Such advice, discipline and counseling includes, but is not limited to, oral or written notices to the student and his or her parents, conferences with the student and parents, written contracts, or loss of non-academic privileges such as extracurricular activities, open campus, late arrival, early dismissal, or [*others as added by individual school districts*].