

## STUDENTS

### Series 500

Policy Title Student Absences - Excused

Code No. 501.09

Regular attendance by students is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students will attend school unless excused by the principal of their attendance center.

Student absences approved by the principal are excused absences. Excused absences will count as days in attendance for purposes of the truancy law. These absences include, but are not limited to, illness, family emergencies, recognized religious observances, appointments that cannot be scheduled outside the school day and school-sponsored or approved activities.

Students whose absences are approved will make up the work missed and receive full credit for the missed school work. It is the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed.

Students are required to be in school the last four class periods of the day to participate or attend practice(s) or performance(s) on the same day. A waiver may be granted by the principal for extenuating circumstances. Students are required to attend school promptly on the day following a performance.

It is the responsibility of the parent to notify the student's attendance center as soon as the parent knows the student will not be attending school on that day. The principal may request evidence or written verification of the student's reason for absence.

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

#### **Legal Reference:**

Iowa Code §§ 294.4; 299 (2011).  
281 I.A.C. 12.2(4).

#### **Cross Reference:**

501.00 Student Attendance  
503.00 Student Discipline  
504.00 Student Activities  
506.00 Student Records

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