

Policy Number
S-3-a-i

SCHOOL COUNCIL POLICY

Scott County School District

Scott County High School

POLICY TOPIC DESCRIPTION
ATTENDANCE

POLICY STATEMENT
<p>Limit of parent documented absence excuses Students may have up to six absences excused by providing a parent note within the allowable time period for the allowable reasons.</p> <p>Grounds for excused absences</p> <ol style="list-style-type: none"> 1. Personal illness <ol style="list-style-type: none"> a. Medical and dental appointments will be excused only for the time required to complete the appointment. b. Frequent or an unusual number of absences for personal illness will require a doctor's statement. 2. Serious illness or death in the family <ol style="list-style-type: none"> a. Number of days excused for a death will be determined by circumstances involved, and will be kept to the minimum necessary. b. Funeral attendance – only for time required 3. Religious holidays to be approved prior to the absence 4. Court appearance when student's presence is required by subpoena or citation. 5. Driver's permit/license – only for the time necessary. 6. Serious personal or family emergency 7. Cultural and educational activities approved in advance by the principal. <p>Absences requiring pre-approval - Religious holidays, college visits, vacations, etc must be approved by a principal prior to the days missed.</p> <p>College visits Before a senior can be granted approval for a college visit the student must have taken the ACT or SAT. this would apply only for students planning to visit a school which requires these scores for admission.</p> <p>Time limit for providing documentation of absence excuse Students have 10 school days upon returning from an absence to resolve their absence status.</p>

All absence excuses, both parent and doctor notes, are to be turned in to the attendance office other area designated and communicated by the principal, within 10 school days of return from an absence. After that time the absence shall be counted and shall remain unexcused.

Consequences of excessive absences

- Students who accrue greater than 6 unexcused absences within a single school year lose the privilege of participating in Prom for grades 10-12, and all senior activities if they are on track to graduate within the year in which greater than 6 unexcused absences occurs.

Tardiness

1. A student who is not in the assigned classroom even though on school grounds when the tardy bell rings is considered tardy and is then subject to the discipline code. If the tardy is to be excuse, it is the responsibility of the student to provide a note from the appropriate authority (teacher/office).
2. Tardies may be excused only for the reasons listed above for absences, plus school caused or approved reasons.

POLICY EVALUATION

We will evaluate the effectiveness of this policy through our School Improvement Planning Process.

Date Adopted: 1/02

Date Reviewed or Revised: 4/05 Council Chairperson's Initials

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