



**“To Build Knowledge and Skills for Success Today and Tomorrow”**

**File: JED**

## **ATTENDANCE POLICY**

School is preparation for future life. It is important that habits of regular attendance be developed. A student’s contribution and achievement in class are directly related to attendance. Students and parents/guardians must understand that students miss a vital portion of their education when they are absent from class. Teachers and administrators are expected to communicate with students and parents/guardians about the effect of attendance upon student achievement and success in their class and in their lives as adults.

### **General Provisions:**

Certain absences will be excused by the principal or designee upon receipt of a telephone call or written and signed explanation from the parent/guardian. These absences will include:

1. Illness or quarantine
2. Serious illness or bereavement in the family
3. Major religious holidays
4. Weather so inclement as to endanger the health or safety of the student

A student may also be excused for other exceptional reasons with the approval of the principal. The school may at any time refuse to grant an excused absence regardless of parental consent.

A student shall be eligible to be counted for school attendance up to five (5) days in a school term when an excuse from actual school attendance is requested by a parent/guardian for the purpose of attending events of state or nationally recognized youth programs of educational value. The principal shall have authority to require documentation verifying the student’s attendance at the event and its educational value.

In instances of chronic or irregular absences reportedly due to illness, the school administration may request a physician’s statement certifying such absences to be justifiable.

Students are expected to make up work missed because of absences. Teachers may establish time limitations for make up work and may require a student to make up time missed because of unexcused absences. Teachers may also withhold credit for work missed because of unexcused absences.

Students who are habitually tardy create unnecessary disruptions to the educational process, which impedes their learning as well as the learning of their fellow students. Students are expected to be in school and in each class on time each day. Students who are habitually tardy shall be subject to disciplinary action as determined appropriate and necessary by the principal.

Principals and teachers are encouraged to develop incentive programs that promote regular school attendance

This policy does not include absences that are due to school sanctioned activities or participation in athletic programs that are officially recognized by the Meade School District in accordance with Board Policy File: IGDK – “Recognition of Non-School Athletic Organizations. However, it is expected that all school sanctioned activities and non-school recognized athletic

programs will be scheduled so as to minimize the absences from class and that students who participate in such activities will do so only if they are in good academic standing as determined by SDHSAA and/or Meade School District 46-1 criteria.

**Elementary Schools and Middle School:**

In accordance with school law, elementary and middle school students are expected to regularly attend school for the entire term.

Absences other than excused absences shall be considered truancy. Excessive absenteeism shall be defined as exceeding ten (10) days per school year for any reason. If a condition of excessive absenteeism occurs, the principal shall provide the parents/guardians with written notice of the school's concern. If absenteeism continues, legal authorities will be notified, unless it has been determined that the excessive absenteeism is for reasons beyond the control of the parent and/or student. (i.e. illness and/or hospitalization)

Failure to attend school regularly and failure to make up required work are factors which will be considered in determining the promotion or retention of elementary and middle school students.

**High School:**

High School students who have not reached the age of eighteen (18) are required by law to be in school each day. For these students, any absences other than those that have been excused shall be considered truancy.

Students in grades 9-12 who have more than ten (10) absences per semester in any or all of their classes may lose credit for the semester. A committee composed of teachers and the assistant principal will determine the legitimacy of excessive absenteeism.

**GED Exemption:**

Students aged 16 years of age or older will be exempt from compulsory attendance provided they are enrolled and participating in a school-based or school-contracted General Educational Development program and meet one or more of the following five conditions:

1. Verification from a school administrator that the child will not graduate with the child's cohort class because of credit deficiency;
2. Authorization from a court services officer;
3. A court order requiring the child to enter the program;
4. Verification that the child is under the direction of the Department of Corrections; or
5. Verification that the child is enrolled in Job Corps as authorized by Title I-C of the Workforce Investment Act of 1998, as amended in January 1, 2009.

LEGAL REFS.:       SDCL 13-27-1  
                          13-27-2  
                          13-27-11  
                          13-27-12  
                          13-27-16  
                          13-32-4.1

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