

1 **Bainville K-12 Schools**

2
3 **STUDENTS**

3122P
page 1 of 2

4
5 Attendance Policy

6
7 Students are expected to attend all assigned classes each day. Teachers shall keep a record of
8 absence and tardiness. Before the end of the school day, each school shall attempt to contact
9 every parent, guardian, or custodian whose child is absent from school but who has not reported
10 the child as absent for the school day, to determine whether the parent, guardian, or custodian is
11 aware of the child's absence from school.

12
13 Activities or Preplanned Absences

14
15 **It is the student's responsibility to notify teachers prior to being absent. Teachers may**
16 **require the work to be completed and turned in prior to departure. If not requested by a**
17 **teacher, students will have one (1) day to make up work for each day missed plus one (1)**
18 **day, upon return.**

19
20 **Absences for school-sponsored activities are excused, but students are held responsible for**
21 **the work missed. In order to participate in an extracurricular activity, including practice,**
22 **students must be in school during the afternoon of the date of the event or in the afternoon**
23 **on the last school day prior to the activity if the activity falls on a non-school day.**
24 **Exceptions may be made by the Superintendent.**

25
26 The following are valid excuses for absence and tardiness and will not be counted toward the 10
27 (ten) day/class rule. Missed work assignments during any absence, excused or unexcused, will
28 be accepted at full credit unless turned in late.

- 29 1. Participation in school-approved activity - To be excused, this absence must be
30 authorized by a staff member and the affected teacher(s) must be notified prior to the
31 absence, unless it is clearly impossible to do so.
- 32
33 2. Absence caused by illness, health condition, or family emergency - When possible, the
34 parent is expected to notify the school office on the morning of the absence and send a
35 signed note of explanation with the student upon his/her return to school. A student shall
36 be allowed **one (1) makeup day for each day of absence plus one (1) day. (Ex.: miss**
37 **2 days-get 3 days to make up work)**. "Emergency" shall be defined as unforeseen and
38 unexpected circumstances which create an air of crisis or extreme need. Such
39 circumstances must present a grave and clear danger which could result in irremediable
40 harm or immediate disaster.
- 41
42 3. Absence resulting from disciplinary actions or short-term suspension - Students who are
43 removed from a class or classes as a disciplinary measure, or students who have been
44 placed on short-term suspension, shall have the right to make up assignments or exams
45 missed during time they were denied entry to the classroom. If the work is not turned in,
46 no excuses, no credit.

1
2
3
4 Extended illness or health condition - If a student is confined to home or hospital for an extended
5 period, the school shall arrange for the accomplishment of assignments at the place of
6 confinement whenever practicable. If the student is unable to do his/her schoolwork, or if there
7 are major requirements of a particular course which cannot be accomplished outside of class, the
8 student may be required to take an incomplete or withdraw from the class without penalty.
9

10 Excused absence for chronic health condition - Students with a chronic health condition which
11 interrupts regular attendance may qualify for placement in a limited attendance and participation
12 program. The student and his/her parent shall apply to the Superintendent or counselor, and a
13 limited program shall be written following the advice and recommendations of the student's
14 medical advisor. The recommended limited program shall be approved by the Superintendent.
15 Staff shall be informed of the student's needs, though the confidentiality of medical information
16 shall be respected at the parent's request. Absence verified by a medical practitioner may be
17 sufficient justification for home instruction.
18

19 Unexcused Absences

- 20
21 1. Absence without permission or knowledge of parent/guardian, leaving school without
22 checking out.
23 2. Student must present work upon return. Tests must be taken upon return.
24 3. Students who are truant will be subject to out-of-school suspension:
25 a. 1st offense = 1 day
26 b. 2nd offense = 2 days
27 c. 3rd offense = 3 days
28

29 Ten-(10)-Day/Class Rule

30
31 A student missing over ten (10) days/class periods of school during any one (1) semester will be
32 subject to suspension and will not be allowed to complete the course(s) assigned. Therefore, by
33 not meeting the course requirements a student would not be receiving credit for the course(s).
34 Extenuating circumstances will be reviewed.
35

36 Students are expected to be in class on time. When a student's tardiness becomes frequent or
37 disruptive, the student shall be referred to the Superintendent or counselor. If counseling, parent
38 conference, or disciplinary action is ineffective in changing the student's attendance behavior,
39 the student may be suspended from the class.
40

41 Students that are tardy may serve noon or after-school detention, or suspension depending on the
42 number of tardies accumulated.
43

44 All sanctions imposed for failure to comply with the attendance policies and procedures shall be
45 implemented in conformance with state and District regulations regarding corrective action or
46 punishment.
47

48 Procedure History:

49 Promulgated on:

50 Reviewed on:

51 Revised on: 2/25/08; 7/13/2011