

EXCUSED ABSENCES

Students are expected to be in school and in class at all times except as noted in State attendance laws:

1. personal illness,
2. appointments with health professionals that cannot be made outside of the regular school day,
3. observance of recognized religious holidays when the observance is required during a regular school day,
4. emergency family situations, and/or
5. planned absences for personal or educational purposes which have been approved in advance.

If there is a planned absence for an extended period (five (5) or more consecutive days), the parent/guardian must submit a written request at least two (2) weeks prior to the date of absence to an administrator for approval. During the two week prior notice period, the teacher will prepare the assignments. All assignments must be acquired prior to the departure of the student and are due upon the pupil's return to school. Any additional work the teacher may assign during the period of absence will be made up after the pupil's return.