

## Lawrence Board of Education Attendance Policy

### Policy JBD

Regular and prompt attendance is essential to the academic success of students.

Parent/guardians are to contact the school no later than 30 minutes after classes begin if the student will be absent or tardy. If a student arrives at school late, he/she should report to the office first.

When a student is absent from school, an attempt shall be made to contact the parent to determine the reason for the absence. Student absences for elementary and secondary school students are considered excusable when they result from the following:

- a. Illness verified by parent contact, either oral or written;
- b. Dental or medical appointments verified by parent contact either oral or written or appointment card;
- c. Severe affliction in the family;
- d. Exposure to infectious or contagious diseases;
- e. Observances of obligatory religious holidays;
- f. Extremely inclement weather; or
- g. Other reasonable and justified parental requests made either orally or in written form.

The principal shall determine the acceptability and validity of excuses presented by the parent or student. Absence for 50% of the day or more is considered to be a full day. Absences due to students being released to attend school athletic events, school music events, and/or school field trips are considered as an excused absence.

Principals may enlist the help of school nurses, counselors and/or school social workers to investigate the reasons for excessive absences. In instances where evidence so indicates, a letter will be sent to the child's parents requesting a note from the appropriate professional office to justify future absences.

It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence.