

STUDENT ATTENDANCE

- I. The Rapid City Area School District recognizes that students, parents/guardians, teachers and administrators each have responsibilities to meet the attendance objectives of this district. The attendance policy supports state statute and is intended as an aid in keeping students in school. A student enrolled in the Rapid City Area School District 51-4 must attend classes regularly every day school is in session until the completion of the school term.
- II. **STUDENT RESPONSIBILITY**
 - A. Students are required to be in school every day.
 - B. In the event a student is absent, the student or parent/guardian is responsible for contacting his/her teacher(s) to obtain make-up work. The student must complete that work within the designated amount of time.
 - C. A student must be in attendance at school for the entire school day in order to participate in any school sponsored activity conducted on that day. The principal/designee may grant an exception to this limitation if extenuating circumstances exist.
- III. **PARENT/GUARDIAN RESPONSIBILITY**
 - A. Parents/guardians are required to send students to school every day.
 - B. Because of the concerns with the safety of each student, parents/guardians are to contact the school as soon as possible but no later than 10 a.m. of the day the student is absent.
 - C. When the parent/guardian fails to contact the school on the day of the student's absence, and the school is unable to contact the parent/guardian, the student is required to bring written verification of the reason for the absence on the day or within one (1) full school day of the student's return to class. An unverified absence will be considered an unexcused absence/truancy.
 - D. In the event a student is absent, the student or parent/guardian is responsible for contacting classroom teacher(s) to obtain make-up work and to complete that work within the designated amount of time.

IV. TEACHER RESPONSIBILITY

- A. At the beginning of each semester, or whenever a new course begins, the teacher will distribute the criteria and explain the basis upon which grade and credit for the class will be awarded. Grades will not be lowered as punishment of lack of attendance, though class participation may be a part of the grading criteria.
- B. Teachers are responsible for taking attendance and informing the attendance office personnel of students who are absent from class.
- C. Teachers are expected to emphasize the importance of good attendance in order to experience success in class.
- D. Teachers are responsible for providing assignments and make-up work in a timely manner and setting expectations for completion.

V. ADMINISTRATOR RESPONSIBILITY

- A. The district will be responsible for establishing attendance procedures and for informing students and parents/guardians of these requirements at the beginning of each school year.
- B. It is the responsibility of school officials to have accurate records of student schedules.
- C. The principal/designee will maintain cumulative attendance records for each student and inform student/parent/guardian of attendance data at each attendance quarter.
- D. If a student is absent for three (3) or more consecutive days, office personnel will assist with acquiring assignments.

VI. TRUANCY

"Truancy" is any absence from school by a student under age 18, for part or all of one or more days during which the school has not been notified of the cause of the absence, or the school deems the absence unexcused. The District reserves the right to deem an absence excused or unexcused.

VII. EXCUSED ABSENCES

- A. The District retains the right to deem an absence excused or unexcused. Medical or other verification may be requested before the absence is deemed excused. The following guidelines may be accepted as valid reasons for a student to be excused:

1. Personal and family illness.
 2. Emergencies.
 3. Leaves of educational value.
 4. Family leave (e.g. family weddings, funerals and preapproved vacations (limited)).
- B. A parent/guardian must contact the school orally or in writing to seek to excuse the student's absence from school. This excuse needs to be shared with the school prior to or on the day of the absence, or within one (1) full school day of a student's return to school. School work missed must be made up.
- C. Students needing to be excused for appointments must have a written note or phone call from the parent to the school in order to be released. Students needing to interrupt their normal school day for appointments are expected to notify the Attendance Office when leaving and upon returning.
- D. Students in grades K-8 who have in excess of 20 days absent for the school year, excused or unexcused, will be retained unless the attendance requirement is waived by the attendance committee or the student may be required to complete a summer school program.
- E. The attendance requirement waiver will be considered for students who have had unusual circumstances affect their ability to attend school such as prolonged medical problems. The waiver will be considered by the attendance committee composed of the principal/designee, the classroom teacher, a teacher representative, and the parent/guardian of the child. Waivers will be considered providing there is documented evidence provided by the parent/guardian of the child's medical problems or unusual circumstance and the child is capable of succeeding at the next grade level.

VIII. UNEXCUSED ABSENCES

- A. An unexcused absence from a class period/block will result in a student earning a zero for any work missed during the unexcused absence from the class period/block
- B. A student who is on campus but not in his/her regularly scheduled class will be considered unexcused.
- C. Any absence that is not explained by a parent/guardian within one (1) full school day of a student's return to school will be considered unexcused.

- D. A principal or other District employee will refer a student who is truant to the State's Attorney's Office only after the truancy procedures have been followed in the District's Student Absences and Truancy Procedures (JED-P). In the event the welfare of the child is in question, a principal may immediately initiate contact with appropriate authorities.
- E. The administration retains discretion in asking for medical documentation or other verification
- F. Although no credit can be earned for unexcused absences, students are encouraged to obtain assignments and complete missed work in order to remain current with the class content.

IX. MAKE-UP WORK

- A. FOR EXCUSED ABSENCES ONLY - Students must make up the work missed for an excused absence. Students will have at least as many excused school days as they were absent, plus one additional day, to complete make-up work. If the make-up is not completed in the allocated time a zero will be given for the assignments.

X. CLASS DROPS

- A. If as a result of incomplete work, or excessive unexcused absences, it can be shown that a student cannot pass a high school class (grades 9-12), the teacher may request the administration to drop the student from class. A class drop will result in an "F" to be figured into the GPA.

Adopted 08/24/93
Reviewed 04/12/94
Revised 08/23/94
Revised 08/11/98
Revised 09/15/11

Legal Reference: 13-27-1, 13-27-6, 13-27-6.1

Cross Reference: JED-P, Student Absences and Excuses/Truancy
IKA, Grading Systems
IKEA, Make-Up Opportunities
JGD-P/JGE-P, Student Suspension and Expulsions