The Blue Valley School District believes that all students shall regularly attend classes in which they are enrolled. However the school district also realizes that some absences from school can not be avoided by students. The purpose of this policy is to provide educators and parents with information regarding excused and unexcused absences, and to provide a procedure for beginning discussions when a student’s academic progress suffers as a result of excessive absences.

A. **Grounds for Excused Absences.** Subject to subsection (H), students who are enrolled in the District shall regularly attend school and their classes, unless they have any of these reasons for an excused absence:

1. Personal illness;
2. Illness or death in the family (mother, father, siblings, grandparents, aunts, uncles, cousins, death of a friend);
3. Necessary appointments that cannot be made outside the school day and are verified;
4. Emergencies requiring a student’s service or presence at home and which are verified;
5. Obligatory religious observances of the student’s own faith;
6. Family vacations arranged in advance with the school administration;
7. Participation in a school approved student activity, a Kansas State High School Activities Association sanctioned activity, a district approved function, or an equivalent outside activity approved in advance by a school administrator, e.g., athletic competitions which are not school sponsored, community or professional theatre or music, and the like, which provide substantially the same benefits to students as those activities which are sponsored or approved by the school;
8. College visits made by high school juniors during the second semester, or by high school seniors at any time during the school year; or

B. **Verification of Reasons for Excused Absences.** School administrators or their designees are authorized to request from students or parents evidence needed to verify the validity of the reasons given for an absence. School employees receiving such information are expected to protect its confidentiality. Parents who object to providing necessary evidence to an attendance clerk shall be permitted to provide that evidence to a counselor or administrator.
C. **Unexcused Absences.** Any absence for a day or any significant part of a school day for reasons other than those listed above shall be considered an unexcused absence. Any absence for a day or any significant part of a school day, even for the reasons listed above, shall be considered an unexcused absence unless the student’s parent has knowledge of the absence and school officials are notified of the reason for the absence. A “significant part of a school day” is defined as one class period or its equivalent.

D. **Credit for Work Missed.** Students shall make up all assignments missed during excused absences, with credit awarded. Generally, a student shall not be allowed to receive credit for work completed during an unexcused absence (including unexcused absences due to a student’s suspension from school). However, in some cases, building administrators may allow students to make up and receive credit (full or partial) for assignments missed during unexcused absences and suspensions, including suspensions for an extended term. A student generally may not make up or receive credit for work missed due to that student’s expulsion.

E. **Limitation on Excused Absences.**

1. No more than seven excused absences per class period per school year may ordinarily be granted for the reasons specified in subsections A4, A6, A8 or A9 of this policy. (For example, a student may be excused for his absence from Communication Arts a total of seven times in a school year, from Calculus seven times, etc.) Students requesting additional excused absences above this limitation may submit a request for approval to their school administrator. A student who is dissatisfied with the administrator’s decision may appeal to the Superintendent.

2. Notwithstanding subsection E1 of this policy, at any point when school educators feel that any number of excused absences (for any reason) is adversely affecting a student’s academic and learning progress or when the well-being of the student is compromised due to excessive excused absences, school educators may convene a discussion with the parents and the student. This discussion will explore the causes of the excused absences and determine what interventions may be necessary to improve the student’s well-being, and/or academic and learning progression.

F. **Duties of Schools.** Each school shall carry out these functions:

1. Maintain accurate official records of attendance (the official record of attendance may be the teacher grade book and/or attendance records that are maintained electronically).

2. Notify parents of student absences (for those students under the age of 18, and those students over 18 years of age who are claimed as dependents by their parents on income tax returns).

3. Implement corrective measures for serious attendance problems.
G. **Reporting Requirements.** At least annually, the Board shall designate one or more persons to report students who are not attending school as required by law (truants). A student is truant if the student is inexcusably absent from school (a) on three consecutive school days, (b) on five school days in any semester, or (c) on seven school days in any school year. A “school day” shall mean a full school day or a “significant part of a school day” as defined in subsection (C) of this policy. A truant student who is less than 18 years of age shall be reported to the District Attorney, after a letter has been sent to the student’s parent(s) or guardian notifying them that the student’s failure to attend without a valid excuse shall result in the student being reported truant.

H. **Withdrawal**

1. Students under the age of seven may be withdrawn from school by the student’s parent or legal guardian. Such students must be re-enrolled no later than the time the child reaches the age of seven years, but may be re-enrolled at any time prior to their seventh birthday.

2. Students who are 16 years of age or older may withdraw from school. Students who are 16 or 17 years of age may not withdraw from school until they and their parent or legal guardian attend a counseling session during which a statement encouraging the student to remain in school or to pursue educational alternatives is presented to and signed by the student and his parent or legal guardian. The statement shall include information regarding the academic skills that the student has not yet achieved, the difference in future earning power between a high school graduate and a high school drop out, and a listing of educational alternatives that are available for the student.

B.O.E. Adopted 14 May 1984
B.O.E. Amended 12 Oct 1992
B.O.E. Amended 11 Mar 1996
B.O.E. Amended 14 Jul 1997
B.O.E. Amended 10 Jul 2000
B.O.E. Amended 13 Nov 2000
B.O.E. Amended 11 Apr 2005
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LEGAL REFERENCE:  K.S.A. 72-1111; K.S.A. 72-1113

CROSS REFERENCE:  3524 Suspensions and Expulsions