

## COMPULSORY ATTENDANCE

Parents within the school district who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, shall have the children attend the school district at the attendance center designated by the board. Students shall attend school the number of days school is in session in accordance with the school calendar.

Exceptions to this policy include children whom:

- have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma;
- are attending religious services or receiving religious instruction;
- are attending an approved or probationally approved private college preparatory school;
- are attending an accredited nonpublic school; or,
- are receiving competent private instruction.

It is the responsibility of the parent of a child to provide evidence of the child's mental and physical inability to attend school or of the child's qualifications for one of the exceptions listed above.

Legal Reference: Iowa Code §§ 259A; 279.10-.11; 299.1-.1A; 299A (1995).  
1978 Op. Att'y. Gen. 379.

Cross Reference: 501 Student Attendance  
601.1 School Calendar  
604.1 Competent Private Instruction

Approved: Oct. 13, 1986  
Reviewed: Aug. 24, 2005  
Revised: Sep. 21, 1992, Mar. 10, 1997

## MIDDLE SCHOOL ATTENDANCE POLICY

1. Attendance at school on a regular basis is an extremely important ingredient for success in school. Students must be in attendance a minimum of 37 days per quarter and 148 days per year to receive credit for courses taken. In certain instances a student may fall short of the attendance requirement and still be eligible for promotion. These exceptions include the following:
  - a. School-sponsored activities
  - b. Student being tutored
  - c. Absence due to illness or injury and a doctor's excuse is presented to the office for the day(s) missed
  - d. Absence approved by the principals
2. However, it is the opinion of the Board of Directors, administrators, and the staff at the Fairfield Middle School that a student is never able to "make up" the educational benefits gained from actual attendance in the scheduled classes. Therefore, even excused absences that become excessive may be counted by the classroom teacher into the computation of the student's final grade and may result in the student earning reduced credit regardless of whether the class work is completed.
3. A contact will be made with the home when a student misses 10, 15, and 20 days of school. The counselor and/or administrator will follow up each home contact with a student conference. The purpose of home contacts will be to ensure that the parent understands the attendance requirements and to work with parents on the absentee problem.
4. The counselors will work with individuals and small groups to help improve attendance.
5. Truancy is defined as being absent from school without permission of parents and school authorities, or having an excuse not acceptable to the school. For truancy the parents will be contacted and disciplinary action will be arranged. No credit will be given for make-up work for the truancy.

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## HIGH SCHOOL ATTENDANCE POLICY

Regular attendance is very important if students are to achieve academically at Fairfield High School. Parents are encouraged to see that their son/daughter is in school whenever possible.

### Eighty-Day Attendance Policy

In order for a student to receive credit for a course, the student must attend that course at least 80 – periods per semester and satisfactorily meet all academic requirements.

A student will be given credit for one period toward the 80-day attendance requirement for each class period the student is in attendance. In addition, students will be credited for attending class if they are absent for any of the following reasons\*:

1. Those absences when a student brings a note from a doctor or dentist that shows that he/she was at the doctor's office the day of the absence and the doctor says that he/she should remain out of school the rest of the day.
2. Those absences due to illness or injury when the student is under a doctor's care or has been hospitalized.
3. Those absences due to school-sponsored activities such as music trips, athletic contests or class field trips.
4. Those absences that have prior administrative approval.

\* Subject to administrative approval

Students missing school for any reason other than those listed above will be considered absent.

\*Under extenuating circumstances, the administration may make an exception to this policy.

Absences at the high school level are classified in the following manner:

1. Excused absences are absences which school officials have approved prior to or on the day of the absence. They include, but are not limited to, illness, family emergency, recognized religious observances, school activities, one family vacation (up to 5 days), and college visitations.
2. Unexcused absences are absences about which parents have knowledge, but school officials have not approved prior to the student being absent. These include, but are not limited to, those appointments that cannot be scheduled outside the school day. Examples might be a business appointment at a bank, an appointment for legal services, or other student obligations that must be attended to during school hours. Students who use more than two of these absences per semester, or who do not get prior administrative approval, should anticipate making up the time missed.

HIGH SCHOOL ATTENDANCE POLICY (cont.)

3. Truancy
  - a. Truancy is defined as being absent from school without the permission of parents and school authorities, or having an excuse not acceptable to school authorities. Three (3) of these kind of absences (truancy) in any semester in any course will be cause for the student to receive no credit in that course. Each day of this kind of absence will count as a day of truancy. Parents will be notified of each truancy whenever possible and will be requested to meet with school officials after a second truancy and before the third one, which would cause their student to receive no credit.

[See the student handbook for the administrative regulations regarding the high school attendance policy].

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