

**REQUIRED**

**ATTENDANCE & ABSENCES**

The School Board recognizes regular attendance to achieve consistent educational progress. Classroom learning experiences are a meaningful and essential part of the educational system. North Dakota state law requires all children between the ages of 7 and 16 to be in attendance every day school is in session, with exceptions for illness and certain other incapacities. The law also provides local school boards with the authority to establish standards for attendance. The Apple Creek School District, therefore, considers encouragement of consistent and timely attendance a major responsibility.

Students are expected to be in class every school day. It is the responsibility of the school administration to monitor student attendance and communicate with students and their parents when attendance patterns do not meet district standards. It is the parents'/guardians' responsibility to ensure that their children are in school unless a valid reason for absence exists and then they must notify the school why their child will be absent.

School work missed by the student during an absence shall be made up regardless of the reason for the absence. Should it be necessary for a student to be absent from school due to a family vacation, arrangements should be made by the student, in advance, to complete as much of the missed school work, as possible.

Students in grades K-6 whose lack of attendance has caused a notable deficiency in learning may be retained at their present grade level. If in the judgment of the building principal, such action is in the student's best interest. This decision will be made after consultation between the teacher(s) and the parent(s).

**Definitions:**

For the purpose of this policy:

- *Approved absence* is defined as an absence caused by illness, injury, family emergency, religious observance, suspension, participation in a school-related activity, court appearances when subpoenaed, or other reasons deemed excusable by the principal. The principal shall develop criteria for requesting and granting an approved absence and shall establish make-up work requirements.
- *Unapproved absence* is defined as an absence that is not approved and/or has not been approved by the principal. Unapproved absences include but, are not limited to, being absent from class or a scheduled activity during the school day without a parent's/guardian's consent and appropriate school approval. If a student is absent for an unapproved reason the parent/guardian shall still be responsible for calling the principal's office to explain the absence.
- *Truancy* is defined as being absent from one or more classes without the consent of a parent/guardian. It also includes absence from any after school special help session or disciplinary session which the student has been directed to attend. It does not include absences due to disciplinary suspension.

Building administrators are granted the right to make exceptions to this minimum attendance standard in extraordinary cases.

Suspension will not count as an unapproved absence for purposes of determining the number of unapproved absences to be considered for credit.

The Principal will develop and enforce regulations to monitor this student attendance policy. This policy shall be published in all student handbooks and distributed to each family annually.

Cross Reference: Policy FBE/GCA Placement, Promotion, Retention, and  
Acceleration

Legal Reference: NDCC Ch. 15.1-23 Compulsory School Attendance  
NDCC 15.1-09-33 School Board – Powers  
NDCC 15.1-19-09 Students – Suspension and expulsion – Rules  
NDCC 15.1-21-03 High school unit- Instructional time  
NDCC 15.1-21-04 Minimum high school courses –  
Alternative curriculum plans

**POLICY ADOPTED: 26 Feb 96**  
**POLICY AMENDED: 09 Jan 12**