

## ABSENTEEISM

Regular attendance is expected of all students. A good deal of the absenteeism is avoidable. Parents are urged to cooperate with the school in assuring this. It is impossible to completely make up all the work missed--if it were so, there would be no reason for conducting daily classes.

**In order to assure the safety and welfare of our students, parents are to call the principal's office before school when a youngster is going to be absent.** If a student is absent for which a call has not been received, attempts will be made to contact the parents at home or at work to confirm the parents' awareness of the child's absence. When a parent/guardian comes to pickup a child during the school day, they must check in with the building secretary.

**Parents may contact any local school building in either district to inform the school of a student absence.** Students are expected and required to be in school a minimum amount of time during the school year. Students who do not meet this minimum requirement may become candidates for retention. Students who are absent for an extended length of time or seemingly quite often, will be required to have a doctor's excuse unless the principal has visited with the parent and the situation is well understood.

Parents may have access to on-line attendance at any time. The link is located on the school website, [www.mvaoschool.com](http://www.mvaoschool.com), and passwords may be obtained by calling your building principal. They can also obtain access to teacher email addresses through this link.

Generally, absences are classified as excused or unexcused, the determination of which being that absence of a student from school will be excused for the following specific reasons:

1. Illness
2. Work at home
3. Appointments with a doctor or dentist that cannot be arranged before or after school hours
4. Funerals or marriages in the family
5. Extenuating circumstances approved by the administration

If the absence is UNEXCUSED, the student's opportunity to do make-up work or credit for make-up work may be denied. All absentees will be considered UNEXCUSED unless and until a proper written or telephone excuse is received from the parents.

Any high school student missing four (4) classes UNEXCUSED may be dismissed from the class without credit.

When returning to school, a student in grades 6-12 will report to the office with a note from parents indicating the dates and reason for absence unless the parents have called. Elementary students will give the note to their teacher. A forged or untruthful excuse automatically makes the absence unexcused and is grounds for serious disciplinary action by the administration. If a contagious or extended period of illness is involved, the student must present a slip from his doctor. Each returning high school student will be issued a makeup slip which will serve as an admit to all classes missed.

If at all possible, anticipated absences should be arranged for in advance of the date. This can be taken care of by advising the office.

Under no circumstances will a student leave the school campus without supervision during school hours without first securing the permission of the principal.

### MIDDLE AND HIGH SCHOOL

It should be noted that if a student is absent from 2 to 6 periods, this counts as one-half day absent.

### ELEMENTARY SCHOOL

Students arriving at school after the beginning of class but before 10:00 will be marked tardy. Students leaving school at 2:00 or after will not be counted absent.

Education is a vital element in the success of individuals and good attendance habits should be developed and maintained at an early age. Chapter 299 of the Iowa Code outlines the requirements for compulsory education. The Maple Valley Anthon-Oto Community School District has adopted the following Attendance Policy in support of the outlined requirements established within Chapter 299 of the Iowa Code.