

The superintendent of schools or his or her designee shall serve as the school district's attendance officer.

All questions related to absences should be referred to the principal or the superintendent of schools. Absences will be excused for the following reasons:

- I. Illness of the student.
- II. Illness or emergency in the immediate family that requires student help at home.
- III. Death in the family.
- IV. Medical or dental appointments. When possible, appointments should be scheduled outside of school time.
- V. College visits related to possible future enrollment. One visit during a student's junior year and two visits during the senior year will be allowed.
- VI. Court ordered appearances.
- VII. Religious observances.
- VIII. School activities when approved by the school administration. Class work is to be made up prior to leaving for the activity unless exempted by school officials.
- IX. Attendance at conference, school district, or state activity if requested by parents or guardian prior to absence. Requests must be made and work made up prior to the activity. Such requests shall be subject to the approval of the secondary principal or the superintendent of schools. Supervision of the student, when absence is requested by the parents or guardian, is the parents or guardian responsibility.

Absence for reasons other than illness, death in the family, or an emergency (including impassable roads) will be arranged with the secondary principal or the superintendent of schools. Sufficient time should be allowed so the student will be able to complete class work prior to the absence. The parents or guardian should notify the student's principal or the superintendent of schools as soon as it is known that an absence will occur.

A written statement from a parent or guardian is needed for re-admittance to school if prior arrangements have not been made. The absence may result in an unexcused absence which will be determined by the secondary principal or the superintendent of schools. Prearranged absences will be noted on the student's makeup slip.

Students are responsible for all work missed during an absence(s). Upon returning to school, the student will have two days to make up work for the first day missed and will have one additional day for each additional day missed. In cases of absences due to extended illness the secondary principal or the superintendent of schools may adjust the time frame for makeup work to be completed. School officials reserve the right to request a statement from the attending physician in the case of extended absences due to the health of the student.

A student who is absent from a class or classes more than five (5) days elementary or four (4) days secondary, or the hourly equivalent, per quarter or ten (10) days elementary or eight (8) days secondary, or the hourly equivalent, during a semester, may lose course credit.

The principal or the superintendent of schools will review situations in which a student misses ten (10) days elementary or eight (8) days secondary or more during one semester, whether excused or unexcused, and will determine if a failing grade will be assessed for the semester. If the unexcused absences in either the elementary or secondary grades exceed five days elementary or four (4) days secondary in any one quarter the parents will be notified, in writing, requesting a conference with school officials. Parents will be advised of the school policy regarding excessive absences. The secondary principal or the superintendent of schools will determine the amount of credit to be deducted.

If the child continues to be habitually absent the secondary principal or the superintendent of schools shall send a letter to the student and the student's parent or guardian stating that the student is in violation of Nebraska Statute §79-201 and warning him or her to comply with its provisions. If, within one week after the time of notice is given, or if the student continues to be truant, the superintendent of schools shall appoint a three-teacher review committee to determine if the individual's truancy report should be filed with the county attorney in the county the student resides.

School sponsored activities are not to be counted as absences if the student attends as a representative of the school district or if the school administration authorizes the attendance by non-participating students. (Example: School may be dismissed so the student body may attend a state tournament.) Students attending a school-sponsored activity shall be responsible for making up work prior to the activity. The activity sponsor shall be responsible for reporting the date of the activity to students, staff, and the office of the secondary principal the superintendent of schools in sufficient time for the student to make up work prior to the event. Sponsors of activities shall check their students to see that they have satisfactorily made up work prior to leaving on the activity. Attendance of an activity not sanctioned by the school will be considered an unexcused absence unless the student has prior approval of the secondary principal or the superintendent of schools.

Students will be considered tardy if they are not in their assigned classroom when the tardy bell rings.

Legal Reference:	§79-208	Compulsory Attendance, Attendance Officers, Duties and Powers. Compensation.
	§79-209	Compulsory Attendance, Nonattendance, Duties, Remedial Services.