

Students.

- I. Students may receive approval to miss classes due to:
 - A. Illness of the student.
 - B. Illness or emergency in the immediate family that requires student help at home.
 - C. Death in the family.
 - D. Medical or dental appointments. An attempt should be made to schedule appointments outside of the school day when possible.
 - E. 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.
 - F. Attendance at conference, school district, or state activity if requested by parents or guardian prior to absence.

Students who miss classes to attend an activity must have their school work made up in advance and have the make-up slip signed by their teachers and turned in to the principal's office or to the superintendent of schools before leaving for the activity.

- I. It is recommended that the activity sponsor distribute a list of students who will be absent for an activity seven school days in advance of the event. If this occurs the students will not be required to obtain individual make-up slips, but all work must still be made up in advance of the event.

Staff.

- I. Staff members who will miss school to attend or sponsor an activity must have all planning done for the substitute teacher. Class assignments shall be meaningful lessons and work for the students who remain in school.

Exceptions.

An exception to this policy will be for state-sponsored events and contests which are scheduled during normal school days, and over which the school district has no control but in which there will be local students participating. The board of education and administration may make exceptions to this policy as may be deemed appropriate.

Refer to Policy 5130, Absences.