



ABSENCES AND EXCUSES

J-12

It is the policy of the Mountain Brook Board of Education that pupil accounting procedures in the Mountain Brook School district be established that assure an accurate recording of pupil absences. Said absences shall, in accordance with statute, be designated as excused or unexcused.

I. Excused Absences

A student shall, based on statutory provisions, be excused for absence from school for the following reasons:

- A. Illness
- B. Death in immediate family
- C. Weather preventing attendance
- D. Legal requirements
- E. Permission by the principal
- F. Religious holidays

II. Unexcused Absences

Absence for reasons other than those defined above shall be considered as unexcused. When a student's unexcused absences reach seven (7) days in any semester, the principal may refer the issue to the district attendance officer, who shall consider filing a complaint/petition with the Family Court.

III. Excuses

In accordance with State law, the parent or legal guardian must send a note explaining the reason for any absence of students under their control or charge upon the student's return to school. The student has three (3) days (including date of return) to have an "excused absence" slip issued. After this time passes, the absence is unexcused and will remain as such. This excuse must be presented to the designated local school officials in the manner of procedure which has been established by said school for recording such information.

IV. Make-up Work

If a student is absent for any of the excused reasons enumerated above, the student shall be allowed to make up school work missed during said absence or absences. It shall be the responsibility of the student to contact the teacher or teachers to arrange for all make-up work.

Students who have unexcused absences are not entitled to receive credit for make-up work or to receive credit for tests, projects, etc., missed during the absence, but work may be made up at the discretion of school officials.

V. Absences for Medical Reasons

Missing more than ten (10) days of school per semester is considered excessive absence. If a student misses more than 10 days for medical reasons per semester, the parent or legal guardian may be required to provide written medical verification for subsequent absences from a licensed physician stating that the absence was a medical necessity. If written medical verification is not received, the absence will be unexcused unless the absence is due to excused reasons other than illness.

VI. School Participation Absences

Students who are away from school because of participation in school-sponsored activities shall be marked present and permitted to make up school work missed.

VII. Religious Absences

A student shall be excused for official religious holy days. Said student shall be allowed to make up school work missed during such absences and in no way shall he or she be penalized for such absences.

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