

Regulation JHD

Board of Education Las Cruces Public

Related Entries: JE, JE-R, JEA, JEA-R, JEB, JEB-R, JHB, JHB-R
Responsible Office: Associate Superintendent for Instruction

EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ATTENDANCE

I. PURPOSE

Students enrolled in public schools are considered excused from school, including any portion of the day, only under the conditions stated in Section III below.

II. DEFINITIONS

- A. *Hazardous weather conditions* means weather conditions that would endanger the health or safety of the student when in transit to and from school as approved by the superintendent or designee.
- B. *Immediate family members* are the child, spouse, father, mother, stepfather, stepmother, siblings, step-siblings, half-siblings, grandparents, mother-in-law, father-in-law, foster parents, guardians, and others who reside in the same household with the student.
- C. *Long-term illnesses* are acute or chronic health-related problems that require a student to be out of school more than three consecutive days, as verified by health-care professional's note.
- D. *Recurring illnesses* are any medical or mental condition that requires a student to see a health care professional on a recurring basis with standing appointments and, that such appointments occur at least once per month.
- E. *Short-term illnesses* include any medical or mental condition that keeps a student out of school fewer than four days, as verified by the parent.
- F. *School-sponsored/school sanctioned activities* are:
 - 1. Events or activities sponsored or held by school clubs, athletics, extracurricular or curricular classes; and
 - 2. Visits to college/university campuses on officially designated visitation days or on alternate visits when the student has applied for admission to that particular college/university.

- G. *Work is* employment in a gainful trade or occupation or engagement in an alternative form of education to which the parent/guardian consents, and which is approved by the superintendent or designee.

III. PROCESS AND CONTENT

- A. All excused absences shall be verified by a parent, adult responsible for the care of a student, or school authority responsible for the absence.
 - 1. Long-term illnesses must be verified in writing by a community health-care professional or school nurse.
 - 2. Recurring illnesses must be verified in writing by a community health-care professional (doctor, dentist, mental health counselor, etc.) that the absence is recurring and necessary.
 - 3. Short-term illnesses must be verified in writing by a parent, community health-care professional, or school nurse.
 - 4. Military parents/guardians will give written advance notification of student absences for pre/post deployment and military family relocations to the school principal or his/her designee. Documentation will be reviewed by the principal or his/her designee so that school administration may assist with the appropriate academic arrangements for student success.

Parents should fill out LCPS Form JHD-E1 as advance written notification (See item B. below) to the school principal of upcoming absences for pre-post deployment and/or military family relocations. Completing the form should be based on the military orders received by one or both parents regarding deployment and leave.

- B. Verification must be provided to the school within three school days of the absence. If verification of the absence is not presented within three days, the absence will be coded as unexcused.
- C. Students have a responsibility to make up work regardless of the reason for the absence.
 - 1. When an absence is excused, the teacher has an obligation to provide the student with resources in order to learn the material missed during the absence. This may include the actual class work assigned during the student's absence or an alternate assignment to cover the same material. It is the student's responsibility to learn the missed material, including completing alternate assignments deemed appropriate by the teacher. A short-term suspension is considered to be an excused absence. (For suspensions, refer to Regulation JKD-R.)

2. When the absence is unexcused, the teacher has no obligation to assist the student in making up the work for credit. However, the student is still responsible for making up the work so that continuing effective course participation is possible.
- D. Student absences will be considered excused if they fall within the following reasons:
1. Short-and long-term mental and physical illnesses
 2. Recurring illnesses
 3. Observance of religious holidays
 4. Bereavement
 5. As required by law, disciplinary actions or short-term suspensions
 6. Required court proceedings
 7. School-sponsored/school-sanctioned activities
 8. Hazardous weather conditions
 9. Work approved or sponsored by the school (i.e., service learning, EXCEL activity)
 10. Parent request for other reasons with prior principal approval. Parents are discouraged from taking their children out of school for vacations. While students missing school due to vacations is not condoned, it is recognized that there are rare instances when a student must be absent due to parental vacation or travel requirements. In these cases, the parent/guardian must fill out LCPS Form JHD-E1: Excused Absence Request Form, in advance of the absence(s).
 - a. Completed Form JHD-E1 must be submitted to the principal of the student's home school at least five school days before the first day of the requested absence.
 - b. The school principal shall determine if the requested absence shall be excused or unexcused.
 - c. This does not apply to student trips without parents; these are considered unexcused.
 11. Other emergency or set of circumstances that, in the judgment of the superintendent or designee, constitutes a good and sufficient cause for absences from school.

- E. At the elementary and middle school level, if a student's attendance rate drops below 90 percent in any grading period, the student's excused and unexcused will be reviewed by a school attendance review committee to determine if interventions are necessary.

History: New regulation; created January 2008, revised 03.29.10, 07.20.10, 07.05.11 (Item III, A. 4, re: military students)

Legal Reference:



Approved, Associate Superintendent for Instruction

07.05.11

Date Approved