



Shawnee Mission North International Baccalaureate Absence/Late Work Policy

EXCUSED ABSENCES

Absences will be classified as excused if they fall under the following Board of Education approved reasons and if the building attendance procedure was followed by the student and the parent or legal guardian:

- Personal illness
- Serious illness or death of a member of the family
- Obligatory religious observances of the student's own faith
- Participation in school sponsored activities
- Emergency situations requiring immediate action
- Court
- An absence which has been requested in writing and approved in advance by the building administration. (Make-up work is to be requested by the student in advance of the absence, and tests are to be taken when the student returns. Schools will not be closed for funerals; however, upon prior written or telephone requests from parents or legal guardians, students will be excused to attend services for school employees, friends, or relatives.

UNEXCUSED ABSENCES

An unexcused absence is one which cannot be defined excusable as outlined in the Board of Education's list of approved reasons for excusable absences. Students may not receive credit for work missed due to an unexcused absence. Attendance will be recorded in every class of the day. All unaccountably absent students will be placed on the daily automated telephone call list and reasonable efforts will be made to contact their parents or legal guardians. PLEASE UPDATE TELEPHONE AND ADDRESS CHANGES.

EXCESSIVE ABSENCES

A student's regular attendance in the classroom is an essential component of the educational process. Classroom teachers will take excessive absences, whether excused or unexcused, into consideration in determining the grades to which a student is entitled. Except in circumstances beyond the control of the student, the failure of a student to attend at least 85% of all class periods (no more than 11 absences) in each academic semester shall be considered excessive absences and may result in a failing grade and/or loss of credit for the course.

- The attendance office will notify the parent/legal guardian of a student's absence on a daily basis through School Messenger automated telephone system. Parents/legal guardians, please keep your phone numbers current to help with this communication. Any time students or parents are concerned about the disposition of an attendance violation; the student is encouraged to contact the teacher or building administrator for clarification.

PREARRANGED ABSENCES/EXTENDED LEAVE

Students who know in advance that they will be absent for three (3) days or more are required to pick up and complete the appropriate approval form from the attendance office one week prior to absences.

Absences by parent request for family and personal reasons are acceptable provided arrangements are made through the building principal in advance of the absence. These absences will count toward total absences. Students are responsible to complete all make-up work. Students are encouraged to complete work prior to absences when possible.

MAKE-UP WORK AFTER EXCUSED ABSENCES

The student has the responsibility to make the initial contact with the teacher in order to obtain missed work and confirm deadlines. The student is also responsible for scheduling make-up tests, labs, and other classroom projects. Students absent one week or less will be allowed double the amount of time they are absent in which to make up missed work. For absences longer than one week, students will be allowed one week plus the total number of days absent to make up work that has been missed. Regardless of days missed, students are expected to fulfill long-term assignments as originally scheduled.