

**Prairie City
School District 4**

Code: **JEA-AR**
Adopted: 12/15/92
Readopted: 06/14/06
Orig. Code(s): 5220

Compulsory Attendance Notices and Citations**

Attendance Procedures

1. The Prairie City High School staff, administration and the Board place a high priority of importance on regular school attendance.
2. We believe it is the primary responsibility of the student to arrive at class on time and that regular attendance in school is essential if the student expects to receive full benefit of the educational opportunities that are offered here. It is the school's responsibility to keep accurate records and report to parents if irregular attendance does occur. It is the parent's responsibility to make sure their children attend school regularly and to contact the school if attendance reports indicate a problem.
3. Only the following reasons will be accepted for absences unless prior arrangements have been made through the office: the student's sickness, by the sickness of some member of the student's family or by an emergency. Prearrangement must be made by a written request from the student's parent or guardian. Parental excuses do not legally excuse students but they will be used for requests to be evaluated for excuses in advance. Final decision as to acceptance or rejection of excuses rests with the school administration or his/her delegated representative. In some cases, a doctor's verification may be requested for illness absences.

Attendance Reporting Procedures

1. Teachers will take attendance at the beginning of each period, post a notice for the office and keep an accurate record for each student in their class record book for each nine-week period. The office will contact the parents by phone regarding any questionable excuse of absence.
2. At the end of each nine-week period, the office will notify the teachers and appropriate action will be taken by the teachers concerning unexcused absences.