

## **Attendance**

When a student must miss school, a written excuse signed by a parent or guardian must be presented to the student's teachers on the day the student returns after an absence. This should be signed by all teachers and returned to the Data Manager at the end of the day. An absence may be excused for any of the following reasons noted in HCS Student Policy Code 4400. Unless otherwise required by state law, all students must attend a minimum of 160 school days per school year to be eligible for promotion or credit for a year-long course or 80 school days to receive credit for a semester course. Any of the following excused absences will not count as absences for the purposes of meeting this minimum requirement:

- a. Observance of an event required or suggested by the religion of the student or the student's parent(s) with written approval from the principal;
- b. Isolation ordered by the State Board of Health;
- c. Illness or injury that makes the student physically unable to attend school that is confirmed by a doctor's statement;