

## TRUANCY - UNEXCUSED ABSENCES REGULATION

### A. Absences

1. Parents are expected to notify the school prior to 8:30 a.m. regarding a student's absence on the day of the absence. All absences must be reported within one day of the absence to be considered excused.

Students absent from school for any reason may be required by the school to submit a written explanation or specific reason for their absence, the specific days of times they were absent, verification by the doctor or dentist where appropriate, and a signature of the parent.

2. Acceptable reasons for a student's absence from school are limited to the following:
  - a. religious observances;
  - b. extended illness, hospitalization or doctor's care;
  - c. death in the family or family emergency; and
  - d. court appearance or other legal situation beyond the control of the family.
3. Classes missed because of attendance at a school-sponsored trip or activity will not be considered an absence. However, the student will be required to make up work missed.
4. Suspensions from class, either in-school suspensions or out-of-school suspension, will be treated as school-initiated student absences and will not count toward the days absent. However, the student will be required to make up work missed.
5. School work missed because of absences must be made up within two times the number of days absent. The time allowed for make-up work may be extended at the discretion of the classroom teacher.

### B. Tardiness

1. A student is tardy when the student initially appears in the assigned area any time after the designated starting time.
2. All incidents of class tardiness will be the responsibility of the teacher. Teachers will emphasize the importance of being on time and explain the classroom rules and procedures for tardies. The tardy sanctions should be consistently applied and sequential. Sanctions may include, but are not limited to, warning, assigned detention, parent contact and referral to the principal.

### C. Truancy

1. A student is truant when the student is absent from school or an assigned class or classes without school permission.
2. Work missed because of truancy must be made up the same as work for all other absences.
3. Incidents of truancy will be recorded as part of a student's attendance record and will count toward the absences per semester. The principal will also determine what, if any, disciplinary action is appropriate including, but not limited to, warning, detention, in-school suspension or administrative referral.

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### II. Excessive Absenteeism

Excessive absenteeism is any absence beyond 10 days or individual class meetings per semester.

- A. When a student has been absent from school or a class 10 times during a given semester, the student's parent will be contacted via telephone or email regarding the student's attendance. The classroom teacher or building administrator will initiate the notification process.
- B. When a student has been absent from school/class 10 or more times during a semester, the teacher or the principal will inform the parent of the student's status. The principal will notify the student and parent of the excessive absences and initiate appropriate sanctions.

### III. Application of Sanctions

#### A. Excessive absences will result in the following:

1. If a student is absent 10 days from any given class, the student will be dropped from that class. The student will receive no credit for the class.
2. If a student is absent 10 days in 1 or more individual classes, the student will be dropped from the regular school program and referred to counselor pursuant to the district's plan for at-risk students.

### IV. Appeals

#### A. First level of appeal

1. When notified that the student has missed 10 (days or class periods), the parent should contact the teacher and principal to discuss the student's attendance and prevent any further absences.
2. When notified that the student has exceeded 10 absences and that the student will be dropped from a class or school, the student and parent may file a written appeal with the principal within 3 school days of the notification. Sanctions imposed under this policy will be final unless a written appeal is submitted to the principal.
3. Written appeals will be referred to the principal.
4. The student will remain in the class or in school pending completion of the appeals process.
5. The informal appeals hearing will be scheduled within 5 school days after the appeal is filed. The principal will consider the following in reaching a decision:
  - a. absences caused by religious holidays, documented chronic or extended illness, hospitalization, family death or emergency, emergency medical or dental care, court appearances or other legal situations beyond the control of the family, school-related class or program activities;

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- b. attendance history of the student;
  - c. extenuating circumstances particular to the student;
  - d. educational alternatives to removal from class or school; or
  - e. the total educational program for the individual student.
6. The decision of the principal will be reached within one day of the hearing. The parent will be notified of the decision in writing.

### B. Second Level of Appeal

Students and parents seeking a review of the decision regarding sanctions rendered under this attendance policy may do so by filing a written request for review with the superintendent within five days after the principal's decision. The superintendent will determine an agreeable time, place and date for the review and notify the student and parent. At the conclusion of the review, the superintendent will affirm, reverse or modify the principal's decision.

### C. Appeal to Board of Directors

Students and parents may appeal the superintendent's decision by filing a written request for review by the board within five days with the board secretary. It is within the discretion of the board to determine whether to hear the appeal. If the appeal is accepted, the board secretary will determine an agreeable time, place and date for the review and notify the interested persons. At the conclusion of the review, the board may affirm, reverse or modify the superintendent's decision.