

DE SOTO AREA SCHOOL DISTRICT

431-Rule

STUDENT ATTENDANCE PROCEDURES

Student Attendance Accounting

The District Administrator, or designee, will serve as the school attendance officer for the District and deal with all matters relating to school attendance and truancy.

1. Teachers are required by law to take daily attendance and maintain a record of absences and inform the administration building office daily of absentees.
2. The school shall determine daily which students enrolled in the school are absent from school and whether that absence is excused in accordance with Board policy.

Definitions

1. "Truancy" means any absence of part of or all of one or more days from school during which the school attendance officer, principal or teacher has not been notified of the legal cause of such absence by the parent or guardian and also means intermittent attendance carried on for the purpose of defeating the intent of compulsory education.
2. "Habitual truancy" means an absence from school without an acceptable excuse for part of or all of five or more days on which school is held during a semester.

Absence Reporting

1. When a parent/guardian knows that their child will be absent it is requested that the parent/guardian give the school prior written notice of the upcoming absence. Prior written notice is required in order for the absence to be considered "parent-excused" as outlined below.
2. When it is necessary for a student to be absent due to illness or emergency reasons, a parent/guardian is requested to call the school attendance line, on the day of the absence to indicate the reason for the student's absence so that the school can maintain accurate records, in accordance with established school procedures.

Absences are unexcused until parent/guardian contact is made. All absences must be excused within 24 hours of the initial absence.

3. **Medical Confirmation:** The building administrator may require an excuse signed by a physician for re-entry to school if illness is the cause of the absence of three or more consecutive days.

Release during School Hours

Student(s) in grades 9-12 may be granted permission by the building administrator or attendance officer to leave the school premises during the school day:

- to receive instruction at another site;
- to participate in a work experience program; or
- to work at places of employment as part of a work/study program.

A written request by the parent(s)/guardian(s) for such absence must be filed with the High School building administrator.

School-Approved Absences

What is excused or unexcused is determined by the school. The attendance officer is empowered to approve a legal excuse to any student under the following conditions:

- Evidence that the student is not in proper physical or mental condition to attend school or an educational program; a medical excuse may be requested to be provided.
- Medical, dental, chiropractic, optometry, psychological, or other valid medical appointments. Every effort should be made to schedule appointments during non-school hours.
- Serious illness, death or emergency in the family
- A court appearance or legal procedure
- A quarantine as imposed by a public health officer
- Approved school activities during class time
- Special circumstances that show good cause which are approved in advance by the building administrator or the school attendance officer.

Make-up Work - All students with excused absences will be

given the opportunity to make up work missed in accordance with the following:

- It is the student's responsibility to contact the teacher(s) to make arrangements for making up work missed during an excused absence.
- Students will be given the opportunity, whenever possible, to make up work missed when they return to school.
- Teachers will be asked to grant the number of days absent plus one for make-up time. This provision applies to all work assigned during absence(s).
- Examinations missed during an excused absence will be permitted to be taken at a time mutually agreed upon by the student and the teacher.

Parent-Excused Absences

Under state law, a student may be excused in writing by his/her parent/guardian prior to an absence. A child shall not be excused more than 10 days, or parts of 10 days, in a school year under this provision. Absences beyond 10 days, or parts of 10 days, that do not meet the conditions for "School-Approved Absences" above would be deemed unexcused and treated accordingly.

The Board requires a child excused under this paragraph to complete any coursework missed during the absence.

Unexcused Absences

Unexcused absence occurs when a student is voluntarily absent for reasons other than those outlined above. Examples of un-excused absences include, but are not limited to missing the bus, car problems, leaving the building without approval, working, haircuts and/or other appointments pertaining to grooming, oversleeping, preplanned absence without prior written notification from parent/guardian.

Make-up Work - Credit will not be given for class work missed during an unexcused absence. Students have the obligation to obtain, understand, retain for future reference and use all materials presented during their un-excused absence. All students with an unexcused absence will be permitted to make up an examination missed during an unexcused absence.

Truancy/Unexcused Absence Procedures

Truant students will be dealt with according to legal procedures and state laws. The following describes the normal procedure for dealing with truancy/unexcused absences.

- For the first two truancy/unexcused absences a letter of warning may be sent to the parents/guardians stating that future occurrences could result in violations of the Vernon County Truancy Ordinance 99-1. A truancy citation may be issued.
- For the third and fourth truancy/unexcused absences truancy citations may occur, according to Vernon County Truancy Ordinance 99-1. A truancy meeting may be considered in order to determine if habitual truancy needs to be filed with the appropriate county officials.
- For the fifth and any subsequent truancy/un-excused absences that occur, a habitual truancy meeting may occur in order to determine if habitual truancy needs to be filed with the appropriate county officials. Disposition for habitual truancy is at the discretion of the appropriate county court.

School Consequences For Tardiness/Late Arrivals

1. All students are expected to be in attendance in their regularly-scheduled classes by the time the bell rings to begin class. Students who arrive late to school must report to the office upon arrival at school. Repetitive tardiness at the start of the day or during school hours may result in the school pursuing action as simple or habitual truancy. If a student arrives late to class, the teacher will handle the situation. If a student has been detained by a teacher, the student is to ask for a late slip from the person who detained the student before going on to the next class. Any student five or more minutes late to a class for any unexcused reason may be considered by the office as unexcused absent for that period.
2. Teachers shall determine their own policies dealing with unexcused tardiness. After three tardies the teacher may choose to refer the student to the office for

consequences. The consequence may include no credit for that day's class work.

3. If these consequences are found to be ineffective, then alternative consequences including, but not limited to, out of school suspension may be assigned.
4. A record of tardiness will be kept by the office. Tardiness will be recorded on the student's permanent record.
5. Students must be in class and on time or excused in order to practice or participate in an activity that same evening.

Excusal from School Attendance

Any student who is of the age of 16 or older may be excused from school attendance by the Board of Education provided:

1. The school has received written approval from the student's parent/guardian that the student is a child at risk and enrolled, in lieu of high school or on a part-time basis, in a technical college program leading to the student's high school graduation. This applies only to children at risk.

OR

2. The student and his/her parent/guardian agree, in writing, that the student will participate in a program/curriculum modification leading to high school graduation and
 - The written agreement is approved by the Board and administration; and
 - The student complies with the written agreement.If the agreement is suspended due to non-compliance, the student will be expected to resume attendance at school on a regular basis in accordance with established city or county ordinances.

Possible alternative educational programs would be:

- Modifications within current academic program.
- A District work training or work study program.
- Enrollment in an alternative public school or program within the De Soto Area School District.
- Enrollment in any non-sectarian school.

- Home-bound study in an approved program meeting the required classroom contact hours and in the core subjects as stipulated by the department of public instruction's standards.
 - Enrollment in any public educational program outside the District.
3. Any student who is 17 or older may be excused by the Board from regular attendance if the student and his/her parent(s)/guardian(s) agree in writing, that the student will participate in a program or curriculum modification leading to the student's high school graduation or leading to a high school equivalency diploma. The program must be specifically determined. (Refer to item 2 above.)

Procedures for Excusal from School Attendance

1. Prior to excusal from school attendance, the attendance officer, guidance counselor and building administrator will discuss the program or curriculum modification options with the students and his/her parent(s) or legal guardian(s).
2. The attendance officer and/or building administrator will notify the District Administrator, in writing, of the withdrawal request and program modification as agreed upon by the student and his/her parent(s)/guardian(s).
3. The District Administrator will present the proposal to the Board for approval.
4. A written agreement must be signed by the student, his/her parent(s)/guardian(s), the Board, and the building administrator.
5. At least once each semester, the school attendance officer or building administrator will review compliance with each student's agreement.
6. If the agreement is suspended, the student will be expected to attend school on a regular basis in accordance with state law, Board policy, and established procedures.
7. Failure to attend school will result in forfeiture for truancy in accordance with established state law and county ordinances.

APPROVED: March 10, 2008
