

## **Guidelines**

---

### Attendance – Policy 5200

## **Attendance**

School personnel shall enforce District policy 5200 through the following guidelines:

- 1) School Board policy has determined acceptable reasons for which a student may be permitted to be absent from school.
- 2) Parents may excuse their child's absence in writing before the absence (Pre-Arranged Absence.) However, a child may not be pre-excused for more than 10 days in a school year under this provision.
- 3) In case of excused or pre-arranged absences, the teacher will work with the student to assist in the completion of work missed.
- 4) Unexcused absences are defined as truancy under State law; however, students will be given an opportunity to make up work missed, or an alternative as determined by the teacher, for at least partial credit.
- 5) Unexcused absences are subject to consequences determined by each schools administration.
- 6) Students are to be in their assigned area on time unless they have a valid reason for being late. Habitual tardiness will result in an office referral and parent contact will be made. By statute, tardiness can be considered truancy when it occurs without acceptable excuse for all or part of one or more days during which school is held.
- 7) The school shall notify the parent/guardian or a child who has been truant of the child's truancy, and direct the parent/guardian to return the child to school no later than the next day on which school is in session or to provide an acceptable excuse. This notice shall be given before the end of the second school day after receiving a report of an unexcused absence. Personal contact or telephone call shall be attempted before notice by mail.
- 8) The school shall notify the parent/guardian or a child who is an habitual truant by registered or certified mail.

- 9) Administrators will work with respective county services in referring habitual truants.
- 10) When considering a truancy referral to a county agency, evidence of the following must be provided:
  - met, or attempted to meet, with the child's parent/guardian to discuss the child's truancy.
  - provided opportunity for counseling to assist in determining factors that may influence truancy (learning problems, social problems, curriculum modifications.)
- 11) The police liaison officer may provide assistance in contacting the child or family to prevent further truancy.

Adopted: 04/14/03

Revised: