

Section A - Introduction

The Superintendent, in consultation with his staff, is authorized to develop procedures to govern the administration of the board policy on student attendance. These procedures are indicated below and are to be followed by all staff members in all cases involving student truancy (unexcused absence) or excessive excused/explained absences that are non-school related.

Section B – Parent/Legal Guardian Responsibility

A parent/legal guardian must contact the attendance office to excuse all absences by the end of the next school day following each absence. If a parent/legal guardian has not verified the absence by the end of the next school day following the absence, the absence will be considered an “unexcused absence.”

Section C – Unexcused Absences

1. First Offense – On the first unexcused absence, the following procedure shall be followed:
  - a. The parent(s)/legal guardian(s) will be contacted by the school notifying them of the unexcused absence and the associated consequences.
  - b. The teacher shall talk to the student to emphasize the importance of class attendance and to explain the provisions of the board policy on attendance.
2. Second Offense – On the second unexcused absence, the following procedure shall be followed:
  - a. The parent(s)/legal guardian(s) will be contacted by the school notifying them of the unexcused absence and to inform them of the forthcoming meeting between the student and his or her dean.
  - b. The Dean of Students or designee shall:
    - i. assign the student to the Learning Adjustment Center (LAC) for two days or one day of Saturday detention or impose another appropriate disciplinary action. Students who are assigned to the LAC are expected to complete missed work and when completed will receive credit for that day’s work.
    - ii. notify the student and the student’s parent(s)/legal guardian(s) of the Dean of Students or designee’s action. The parent(s)/legal guardian(s) shall be informed of the action by telephone and either by letter or email when email address has been provided by the parent(s)/legal guardian(s).
    - iii. notify the student’s teachers if the student’s assignment is to the LAC and obtain LAC assignments.
    - iv. notify student’s counselor of the action taken by the Dean of Students or designee.

Section C – Unexcused Absences (continued)

3. Third and Subsequent Offenses – On the third unexcused absence or any subsequent unexcused absences, the following procedure shall be followed:
  - a. The parent(s)/legal guardian(s) will be contacted by the school notifying them of the unexcused absence and to inform them of the forthcoming meeting between the student and his or her dean that will define consequences of the unexcused absence.
  - b. The Dean of Students shall:
    - i. assign appropriate consequences that may include removal of the student from the class register, assign the student a withdrawn–failing (WF) grade for the course, and assign the student to a restricted study hall. A team consisting of representation from the Dean’s Office and the Student Services Department may determine additional interventions.
    - ii. notify the student and the student’s parent(s)/legal guardian(s) of the action taken by the Dean of Students or designee.
    - iii. notify the principal if the removal of the student from the class has resulted in the student being enrolled in less than five classes.
  - c. If the removal of the student from the class has resulted in the student being enrolled in less than 5 classes, then:
    - i. The Principal may recommend to the Superintendent that the student be assigned to an appropriate alternative educational placement.
    - ii. The Superintendent shall review the recommendation of the Principal and determine the appropriate placement.

Section D – Tardy

1. After each occurrence of three unexcused tardies, notification shall be made to the parent(s)/legal guardian(s) by the teacher via telephone, departmental letter, or email (when email address has been provided by the parent(s)/legal guardian(s)), and the student shall be given a detention of 30 minutes in length or other similar discipline.

Section D – Tardy (continued)

2. With the accumulation of the ninth tardy, the Office of the Dean of Students shall be notified. The Dean of Students or designee will hold a conference with the student and the parent(s)/legal guardian(s) in which the student shall be given the option of the student attending a Saturday detention for six hours or dropping the class with a “WF” grade and being assigned to a restricted study hall for the balance of the semester. If the parent(s)/legal guardian(s) are unable to attend, they will be contacted and informed of the action taken by the Dean of Students or designee.
3. In the event the student elects to attend the Saturday detention, the student and parent(s)/legal guardian(s) shall be informed by the Dean of Students or designee that three additional tardies or failure to serve Saturday detention shall be grounds for removal from class with a “WF” grade for the semester and assignment to restricted study hall for the balance of the semester.
4. The parent(s)/legal guardian(s) and student shall be informed of the school’s action by telephone and letter.

Section E – Intervention

Excessive Class Absences – In instances of excessive excused/explained class absences that are non-school related a team consisting of representatives from the Dean’s Office and the Student Services Department will determine when it is appropriate to invoke the following intervention(s):

1. First Intervention –The number of classes constituting a first circumstance requiring intervention will be five (5) classes in a semester. A letter will be sent home to the parent(s)/legal guardian(s) expressing concern regarding the number of excused/explained class absences that are non-school related and indicating further excused/explained class absences that are non-school related may require documentation evidencing good cause of the absence(s) or a doctor’s note.
2. Second Intervention – Seven (7) classes missed in a semester constitutes a second circumstance requiring intervention. A phone call from the Dean’s Office and a registered letter will notify the parent(s)/legal guardian(s) that further class absence will be unexcused until documentation evidencing good cause of the absence(s) or a doctor’s note is provided.

Section F – Records

The Dean of Students shall keep appropriate records of student truancy for reporting purposes.

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