

5001

Compulsory Attendance and Excessive Absenteeism

Required Attendance

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

Mandatory Attendance Age

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

Exceptions

This policy does not apply when temporary illness or severe weather conditions make attendance impossible or impracticable or by the temporary illness of the student or a child whom the student is parenting.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. A copy of the required affidavit is attached to this policy.

Discontinuing Enrollment – 5 Year Old Students

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request to the superintendent using the form which is attached to this policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to re-enroll in this school district until the beginning of the following school year unless otherwise required by law.

Discontinuing Enrollment – 16 and 17 Year Old Students

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request and submit it to the superintendent using the form which is attached to this policy. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

Only children disenrolling to attend a non-accredited school may be exempt from this with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

Attendance Officer

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

Excessive Absenteeism

When a student receives five (5) absences or the hourly equivalent in any semester, the Attendance Officer will follow the attached procedure for addressing barriers to the student's attendance.

Reporting Excessive Absenteeism

The building administrator shall report to the county attorney of the county in which the student resides when the school has documented the efforts made that the collaborative plan to reduce barriers identified to improve regular attendance has not been successful and that the child has been absent more than 20 days per year.

Adopted on: August 15, 2017

Revised on:

Reviewed on: February 13, 2023

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- A. A student who is absent 5 days or the hourly equivalent per quarter or has been reported as not regularly attending school by any superintendent, principal, teacher or member of the school board shall come to the attention of the school attendance officer. An investigation into violation of the mandatory education law (79-201) will begin. The school will render all services to address barriers to attendance including, but not limited to:
- a. Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of the child; and
 - b. One or more meetings between, at a minimum, (i) a school attendance officer, (ii) a school social worker or school administrator or his/her designee, or (iii) the person who has legal or actual charge or control of the child, and (iv) the child, when appropriate, to attempt to address the barriers to attendance. The result of the meeting/s shall be to develop a collaborative plan to reduce barriers identified to improve attendance. Refusal by the parent/guardian to participate will also be documented.

The plan shall consider, but not be limited to:

- a) illness related to physical or behavioral health of the child
 - b) educational counseling
 - c) educational evaluation
 - d) referral to community agencies for economic services
 - e) family or individual counseling and assisting the family in working with other community services.
 - f) referral to restorative justice practices or services
- B. Upon accumulation of 10 or more absent days or the hourly equivalent a form letter will be sent to the parents/guardians of the child notifying them of the school attendance policy and the compulsory attendance law. Upon accumulation of 15 or more absent days a form letter will be sent to the parents/guardians of the child notifying them of the school attendance policy, the compulsory attendance law, and when the school is required to notify the county attorney.
- C. Parents are responsible to notify and work with building administrators or assignees regarding reasons for absences and any extended or recurring illnesses or family emergencies involved. Illnesses of 3 days or more will require a doctor's statement. If illness continues to be a reason for absences a form may be given to the parents or mailed to the doctor's office to be completed by the student's physician. School authorized or sponsored activities and trips and all suspensions and expulsions that may result in absences from classes are not counted as absences from school under the compulsory attendance policy.
- D. When the collaborative plan has not been successful and a student has reached 20 absent days or the hourly equivalent, the student may be referred to the county attorney for violation of the mandatory education law. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. Parents/guardians will be notified prior to any referral to the county attorney. The referral will include a history of attendance issues, an exact update of days absent and tardy, reasons provided, dates of student enrollment for the current year, a statement summarizing the collaborative plan, and the impact of absences on learning and grades.