

## STUDENT CODE OF CONDUCT

**Unlawful Absences** include but are not limited to:

- absences of a student without the knowledge of his or her parents
- absences of a student without acceptable cause with the knowledge of his or her parents
- absences due to out of town trips/vacations

Students who are willfully not attending school may face disciplinary consequences that may lead to removal from school (alternative placement).

### **Chronic Absenteeism**

As defined by the Office of Civil Rights (OCR), chronically absent students are those absent 10 percent or more school days during the school year. According to the OCR, an absent student is one who misses 50 percent of the instructional day for any reason and regardless of whether the absence is excused or unexcused. In other words, students who are absent for any reason - including suspension, illness, and death in the family - AND miss 10 percent or more of the school year will be considered chronically absent.

## Consequences of Missing School

- **Drop-out**—Students who are chronically absent are at greater risk falling behind in grade-level academics and dropping out of school.
- **Negative Behaviors**—Students who are chronically absent are at-risk for other behaviors, such as alcohol and drug abuse, teenage pregnancy, and violence.
- **Low Academic Performance**—Students who are chronically absent usually receive lower grades and perform poorly on standardized tests.

### **Documentation of Absences**

All absences require a written explanation from the parent/guardian within three (3) school days of return from the absence. Written explanation of absences must include the student's name, parent/guardian's full name, parent/guardian's signature, date(s) of absence(s), and documentation of the reason for absence(s). **Text messages and emails are not acceptable documentation for student absences.** All documentation required by the school is subject to review and must be approved by the principal. Absences in excess of ten days per year will not be considered excused with a parent/guardian note unless they are accompanied by official medical or legal documentation.

### **Tardiness**

A student who is tardy is defined as one who arrives after the start time of the instructional day or class period as based on the CCSD bell schedule. Schools must follow the school's tardy policy.

Parents of students ages 3-17 must come into the school to sign their children in if they are late to school.

**LAWFUL TARDIES:** In order for a tardy to be excused, written documentation must be provided.

1. Doctor or dentist appointment
2. Late bus arrival
3. Teacher, guidance or administrator conference
4. Observance of a religious holiday
5. Court appearance or court ordered activity

**UNLAWFUL TARDIES:**

1. Illness on part of the student without a written excuse
2. Oversleeping
3. Traffic / Car trouble
4. Personal reasons
5. Missed bus / Carpool trouble

Continued late pick ups will result in school-based and district level interventions and/or consequences.