

## **431-RULE STUDENT ATTENDANCE PROCEDURES**

### **School Attendance Officer**

1. The building principal or the principal's agent at each of the district's schools is designated to deal with matters relating to school attendance and truancy.
2. The school attendance officer shall prepare, in writing, a list of the school's rules and procedures designed to meet the standards of the law and the variables which exist in each building. These rules shall be consistent with the general policies of the Board and shall be submitted to the superintendent and included in the Board's attendance policy. Each student shall be informed by the school attendance officer of the attendance rules and policies, and copies will be made available upon request.
3. Each 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 and established procedures.
4. Annually, on or before, August 1, the school attendance officer shall determine how many students enrolled in each school in the district were absent in the previous year and whether the absences were excused. This information will be submitted to the superintendent who shall notify the State Superintendent of Public Instruction of the determination.
5. The school attendance officer, or designee, shall notify the parent or guardian of a child who has been truant of the child's truancy and direct the parent or guardian to return the child to school no later than the next day on which school is in session or to provide an excuse. The notice under this paragraph must be given before the end of the second school day after receiving a report of an unexcused absence. Notice by personal contact or telephone must be attempted before notice by mail may be given,

***“Truancy” means any absence of part or all of one or more school days during which the school attendance officer or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student, and also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law.***

6. The school attendance officer or designee shall notify the parent or guardian of a student who is a habitual truant in accordance with procedures outlined in the district's truancy plan. “Habitual truant” means a student who is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester.
7. The school attendance officer or designee may visit any place of employment in the school district to ascertain whether any minors are employed there contrary to state law and shall report such cases to the Department of Workforce development.
8. The school attendance officer or designee will provide the State Superintendent of Public Instruction with information regarding the attendance of any child between ages 6 and 18 who is a resident of the school district or who claims or is claimed to be in attendance at a private school or home-based private educational program located in the school district.
9. The attendance officer or designee may contact home-based private educational programs to attempt to discover whether such programs meet the program criteria established by law. All such contacts shall be documented.
10. The attendance officer or designee shall furnish student attendance information to appropriate agencies. Student attendance information shall only be released if appropriate “release of confidentiality” forms have

been signed by parents/guardians and filed with the district in accordance with provisions of the student records law and Board policy.

11. The attendance officer or designee shall inform students and their parents/guardians annually of their right to request program or curriculum modifications and of the types of program or curriculum modifications which can be made. When a request for a program or curriculum modification is made, in writing, by a student or his/her parent or guardian, a decision regarding the request must be made within 90 days of the request except as otherwise specifically provided. If the request relates to a student who has been examined by an IEP team and has not been recommended for special education, the decision must be within 30 days of the request. If a request is denied, the reasons for the denial must be given.

## **Excused Absences**

1. No student shall be allowed to leave school during the day without permission of the principal. No student who has entered school premises in the morning or afternoon shall leave again before the close of the sessions without the permission of the principal.
2. Teachers shall require students to present an admittance slip from the office or a written excuse from a parent/guardian in all cases of absence, including absence for temporary illness or dismissal before the close of school.
3. Students may be excused by the principal/designee for:
  - a. Personal illness
  - b. Severe illness or death in the family
  - c. Religious observance – Students may be excused from school upon written request from parent or guardian for any major religious holidays and within the confines of state law. Students will be given the right to make up tests and will not be deprived of any awards.
  - d. Extreme weather conditions
  - e. Court appearances
  - f. School-sponsored activities
  - g. College visitations or job interviews
  - h. Other reasonable causes approved by the principal or his/her designee, preferably in advance.
    - 1) Medical and dental appointments may be made during school time with the approval of the principal or his/her designee; however, it is strongly recommended that appointments be made outside the regular school day.
    - 2) The staff should cooperate with parents who wish to take their children on trips. Parents are requested to make arrangements in advance with the principal.
4. Parent excused absences
  - a. Parents may excuse their child from school attendance for any reason, up to a maximum of 10 days in a school year, provided they notify the school in writing prior to the absence. The School Board shall require a child excused under this section to complete any course work missed during the absence.
5. Physical Education Excuses
  - a. Students not in physical condition to participate in physical education for an extended amount of time must present a statement from a physician.
  - b. Students may receive permission to be excused from participation on a daily basis from the principal or school nurse.
6. Make-Up Work

- a. Students with an excused absence are entitled and responsible to make up the work missed, including tests, to the best of his/her ability.
  - 1) When the school administration has given approval for students to participate in such activities as music programs, dramatics, student government, athletics, etc., students should not be penalized for not being present to take tests and participate in the daily work. They should be given an opportunity to make up work missed.
- b. Students with an unexcused absence may not be allowed to make up work missed.

### **Requests to be Excused from Regular School Attendance**

1. Any child who is 16 years of age may be excused from regular school attendance by the Board upon the child's request and with the written approval of the child's parent or guardian if the child and his/her parent or guardian agree, in writing, that the child will participate in a program or curriculum modification leading to the child's high school graduation.

Any child who is 17 years of age or over may be excused from regular school attendance by the Board upon the child's request and with the written approval of the child's parent or guardian if the child and his/her parent or guardian agree, in writing, that the child will participate in a program or curriculum modification leading to the child's high school graduation or leading to a high school equivalency diploma.

Program or curriculum modifications for the purpose of this requirement include the following:

- a. Modifications within the child's current academic program;
  - b. A school work training or work study program;
  - c. Enrollment in an alternative public school or program located in the school district in which the child resides;
  - d. Enrollment in any nonsectarian private school or program located in the school district in which the child resides which complies with the requirements of 42 USC 20000d (Title VI of the Civil Rights Act – non discrimination on the basis of race, color or national origin). Enrollment in such school or program shall be pursuant to a contractual agreement which provides for the payment of the child's tuition by the school district;
  - e. Home-bound study, including nonsectarian correspondence courses or other courses of study approved by the Board or nonsectarian tutoring provided by the school in which the child is enrolled; or
  - f. Enrollment in any public educational program outside the school district in which the child resides. Enrollment of a child in such program may be pursuant to a contractual agreement between school districts.
2. A written agreement is required between the child, his/her parent or guardian, the Board and a representative of the high school equivalency program or program leading to the child's high school graduation prior to a child's admission to such program(s). The agreement must state the services to be provided, the time period needed to complete the high school equivalency program or program leading to high school graduation and how the performance of the student will be monitored.
  3. The Board is responsible for monitoring the written agreement on a regular basis. In no case; however, can the agreement be monitored less frequently than once per semester. If the Board determines that a child is not complying with the agreement, the Board is expected to notify the child, his/her parent or guardian and the high school equivalency program or program leading to high school graduation that the agreement may be modified or suspended in 30 days.

4. The administration may establish reasonable withdrawal and re-admittance dates so as to minimize program disruptions in the school. The student has the right to be readmitted to school upon request as long as the student remains of school age. The building principal shall be responsible for re-admittance and the datelines. Parental approval for re-admittance is not required.
5. Upon the student's request and with the written approval of the student's parent/guardian, any student who is 16 years of age or over and who meets the statutory definition of children at risk, may attend a technical college in lieu of high school or on a part-time basis.
6. Upon the child's request and with the written approval of the child's parent or guardian, any child who is 17 years of age or over shall be excused by the Board from regular school attendance if the child began a program leading to a high school equivalency diploma in a secured correctional facility or a secured child caring institution, a secure detention facility or a juvenile portion of a county jail.

APPROVED: December 1980

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