

## ATTENDANCE AND TARDY REGULATIONS

There is a strong correlation between good attendance and the successful attainment of standards and benchmarks.

Because attendance is aligned to academic achievement. The total number of absences from school should not exceed

- six (6) absences in any trimester
- five (5) absences in any quarter (Middle or High); or,
- twenty (20) total for the year.

Medical documentation for absences may be requested and the student may be recommended for interventions.

### A. Excused Absence

1. The District recognizes that instances occur where a student may be absent from school. Parent(s)/guardian(s) are expected to notify the school regarding a student's absence on the day of the absence. If this is not possible, an absence must be reported within twenty four (24) hours of the date of absence, either by phone or note. Even though the absence is reported to the school, it may not meet state guidelines for an excused absence. Examples of valid reasons for which a student's absence from school will not count toward the district limit of six (6) allowable absences per trimester (elementary)/five (5) allowable absences per quarter (middle or high) are:
  - a. medical documentation for chronic or extended illness, hospitalization, medical or dental verification of absence;
  - b. death or serious illness in the immediate family or household;
  - c. suspension from school;
  - d. religious holidays requiring absence from school;
  - e. prior approval or notification of court appearances or other legal proceedings beyond the control of the family;
  - f. classes missed because of attendance at a school-sponsored trip or activity;
  - g. other verified emergency as approved by the building administrator;
  - h. other reasons which can be justified from an educational standpoint and which are approved in advance by the building administrator. District Form 509.0-E must be filled out and signed by a parent/guardian and building administrator if students are leaving school for more than 10 days prior to the end of the school year;
  - i. occasional professional appointments which cannot be arranged outside of school time.
  
2. School work missed because of absence must be made up. Students will be given two (2) days for each day missed to make up work. Make up time may not exceed six (6) school days following the student's return. The time allowed for make-up work may be extended at the discretion of the classroom teacher or at the discretion of the building administrator. Full credit will be given for schoolwork made up because of absences

## B. Unexcused Absence

An absent student not meeting the provisions required to have an excused absence will have an unexcused absence. Make-up work and assignments may be obtained and submitted within three (3) days of returning to school. If unexcused absences become excessive, each child's case will be reviewed for intervention.

Vacation days are considered an unexcused absence, according to state guidelines. Parent(s)/guardian(s) must contact the building principal when vacations are being considered during school days, including the end of the school year which may be extended. (example- snow days).

Regular and ongoing absences and/or tardies that interfere with a student's ability to receive their required education will be unexcused.

### HIGH SCHOOL:

1. A total of six (6) or more unexcused absences may cause a student to be removed from the course. Attendance of less than thirty-seven (37) days in a quarter will be cause for review and could result in loss of credit. Students who fall below five (5) classes (excluding physical education) without approval of the counselor and/or building administrator will be reassigned to an alternative setting.
2. Class work missed because of an unexcused absence can be made up at the discretion of the teacher and/or building administrator.

## C. Excessive Absence

Excessive absenteeism will be reviewed and could result in the student being recommended for retention (in accordance with Policy 505.6-R). At the high school level excessive absenteeism will be reviewed and could result in possible loss of credit.

1. Excessive absence is any absence beyond the District policy of six (6) allowable absences per trimester (elementary)/five (5) allowable absences per quarter (middle or high). Excessive absences are considered a violation of the student attendance policy.
2. The following provides guidance, which may be followed when elementary students have excessive absences:
  - a. When a student has been absent from school four (4) days during a given trimester/quarter, the parent(s)/guardian(s) may be contacted via telephone and/or regular mail regarding the student's absence record.
  - b. When a student has been absent from school six (6) days during a trimester (elementary or high)/ eight (8) days during a quarter (middle), interventions

shall be implemented. Interventions may include: home visits, attendance contract, letters, requests for medical documentation, possible referral to problem-solving team, and a School Attendance Review Board (SARB) hearing which includes meeting with the building administrator and/or other assigned building and District staff members.

- c. When a student has been absent from school for twelve (12) or more days, the parent(s)/guardian(s) may be contacted via certified mail and a required meeting may be scheduled with the SARB to develop an intervention plan to improve the attendance of the student.
- d. Final Referral: If parent(s)/guardian(s) fail to implement interventions and/or a SARB contract, documentation will be sent to the county attorney of nonattendance by the student. The parent(s)/guardian(s) may be subject to prosecution under the Iowa State Code Chapter 299.
- e. Students attending a building on a Voluntary Student Transfer (VT) are subject to revocation if violations of the attendance policy occur.

#### D. Truancy

Truancy is a student's absence from school or class without parent(s)/guardian(s) and school permission. The following steps may be taken in dealing with elementary students referred for truancy:

- I. Elementary
  - a. The building administrator or designee will contact the parent(s)/guardian(s) regarding the student's truancy, at which time the attendance policy, the student's records, and consequences will be discussed. This contract will be documented in the student's record.
  - b. A probationary contract may be written which includes consequences such as detention, attendance contract, referral to support services, in-school suspension, and/or referral to the School Attendance Review Board (SARB).
  - c. Class work missed because of truancy will be treated the same as make-up work for all other unexcused absences. (See section B5)
  - d. In accordance with Iowa law, it is the parents'/guardians' responsibility to ensure their student attends school (Code of Iowa, Chapter 299)
- II. Middle
  - a. Incidents of truancy will be recorded as part of a student's attendance record and will count toward the District limit of five (5) allowable absences per quarter.
  - b. The building administration will determine what disciplinary action to take. Actions may include, but are not limited to, warning, detention, attendance contract, exclusion from participation in a school-sponsored

activity, in-school suspension, parent conference and administrative referral.

- c. The building administrator or designee may refer the student to Student Services for appropriate action which may include an administrative hearing regarding the student's continued enrollment and/or referral to the School Attendance Review Board (SARB).
- d. Class work missed because of truancy can be made up at the discretion of the teacher and/or building administrator.
- e. Parents should be contacted regarding absences by the school and also by the District's automated phone communication system (ConnectEd).

### III. High School

- a. Incidents of truancy will be recorded as part of a student's attendance record and will count toward the District limit of five (5) allowable absences per quarter.
- b. The building administration will determine what disciplinary action to take.
- c. If the student does not comply with the assigned attendance session, the student will receive a discipline referral for insubordination. Grade level administrator will determine disciplinary action, which may include, but not limited to, counseling referral, in-school suspension, attendance contract, parent conference, out-of-school suspension, administrative hearing regarding student's continued enrollment, and/or referral to the School Attendance Review Board (SARB).
- d. Student may be referred to the Department of Transportation for possible license suspension.
- e. Class work missed because of truancy can be made up at the discretion of the teacher and/or building administrator.
- f. Parents should be contacted regarding absences by the school and also by the District's automated phone communication system (ConnectEd).

### E. Activity Absences

A student present as a participant at a sanctioned school activity will not be considered absent. While the student is not counted absent, it should be noted that it is the responsibility of the student or head of household to arrange for any make-up work. (See section A2)

### F. Tardy Procedure

A tardy is defined as not being on time to school. Because a tardy constitutes a class disruption, each will be treated as a serious violation of the attendance regulations. Tardy to school refers to the student not being in the classroom when the bell rings.

## I. Elementary

1. A student who is tardy five (5) or more times in a trimester may receive written notification from the building administrator and/or designee and may be referred for interventions.
2. A student who has ten (10) or more tardies may have a meeting scheduled with the building administrator and/or designee. An attendance plan may be developed and monitored daily. Students attending on a Voluntary Student Transfer (VT) are subject to revocation if excessive tardies are occurring.

## II. Middle School

The following guidelines will be applied to any period of attendance for a student:

1. Once a student receives their third (3<sup>rd</sup>) tardy, written notification will be sent home to the parent(s)/guardians(s).
2. When a student reaches their seventh (7<sup>th</sup>) tardy, they will be assigned one thirty (30) minute detention.
3. A student will be assigned two (2) thirty (30) minute detentions upon receiving the tenth (10<sup>th</sup>) tardy.
4. At fifteen (15) tardies, a conference will be called with the students' parent(s)/guardian(s) and the building administrator and/or designee to discuss further action.
5. In addition, if the student does not comply with the assigned detention, extracurricular activities may be suspended at the discretion of the building administrator.

## III. High School

A tardy is defined as not being in the assigned area at the assigned time. Because a tardy constitutes a class disruption, each will be treated as a serious violation of the attendance regulations. Tardies will be reviewed on a semester basis.

1. A student who is more than 15 minutes late will be counted as absent.
2. The following guidelines will be applied to any period of attendance for a student:
3. A student will be assigned a fifteen (15) minute detention upon receiving the 1<sup>st</sup> – 6<sup>th</sup> tardy. Detention can be served before or after school or during lunch.

4. If the student does not comply with the assigned attendance session, the student will receive a discipline referral for insubordination. Grade level administrator will determine disciplinary action, which may include, but not limited to, counseling referral, in-school suspension, parent conference, out-of-school suspension, and/or administrative hearing regarding student's continued enrollment.
5. In addition, if the student does not comply with the assigned attendance session, extracurricular activities may be suspended at the discretion of the building administrator and/or designee.

#### G. Administrative Procedures and Responsibility Assignments

Head of Household: The head of household's responsibility is to see that the student attends school every day on time. If an absence is needed, the head of household should call the school. If there is no telephone in the home, the head of household must write a note with detailed information on the absence and send it to school when the student next attends. The head of household must also attend any needed conferences and agree to participate in any needed probation agreement.

#### H. Grievance

Any action taken under this administrative regulation at the building level may be grieved under the terms and provisions of the Student Grievance Policy (503.3).

#### I. Student Status Pending Review and Appeal

During the processing of a student's grievance, the student shall be allowed to remain in his/her class/school. Unless reversed or altered, the contested administrative action shall become effective and enforceable upon the abandonment of the appeal process by the student and student's head of household or the confirmation of the administrative action by the Board of Education.

ADOPTED: 7/16/99  
7/22/02  
6/16/04  
6/7/07

Reviewed: 7/8/90, 6/26/95, 3/8/96, 10/27/97, 7/16/99, 6/3/04, 6/7/07, 2/5/09, 6/7/12, 12/6/12, 6/9/14, 5/2/19, 11/3/22