

## STUDENT PERSONNEL

### Series 500

#### POLICY TITLE CHRONIC ABSENTEEISM AND TRUANCY REGULATION No. 501.9R1

Daily, punctual attendance is an integral part of the learning experience. The education that goes on in the classroom builds from day to day and absences can cause disruption in the educational progress of the absent student. Irregular attendance or tardiness by students not only limits their own studies, but also interferes with the progress of those students who are regular and prompt in attendance. Attendance is a shared responsibility that requires cooperation and communication among students, parents and the school.

This regulation is divided into two sections: Section I addresses legal requirements related to chronic absenteeism and truancy and Section II addresses additional academic, disciplinary and extracurricular consequences students face due to chronic absenteeism and truancy. It is important for students to recognize that chronic absenteeism and truancy impacts all these facets of their educational experience.

#### **SECTION I – Legal Requirements**

##### **Chronic Absenteeism**

When a student meets the threshold to be considered chronically absent, the school official will send notice by mail or e-mail to the county attorney where the district's central office is located. The school official will also notify the student, or if a minor the student's parent, guardian or legal or actual custodian via certified mail that includes information related to the student's absences from school and the policies and disciplinary processes associated with additional absences.

School officials will send notice when the student's absences meet the threshold of 10% of the school days, but before the student is deemed chronically absent.

##### **School Engagement Meeting**

If a student is absent for at least 15% of the school days, and after the first notification for chronic absenteeism has taken place, the school official will attempt to find the cause of the absences and start and participate in a school engagement meeting. All of the following individuals must participate in the school engagement meeting:

- The student;
- The student's parent, guardian or legal or actual custodian if the student is an unemancipated minor; and
- A school official.

The purpose of the meeting is to understand the reasons for the student's absences and attempt to remove barriers to the student's ongoing absences; and to create and sign an absenteeism prevention plan.

##### **Absenteeism Prevention Plan**

The absenteeism prevention plan will identify the causes of the student's absences and the future responsibilities of each participant. The school official will contact the student and student's parent/guardian at least once per week for the remainder of the school year to monitor the performance of the student and student's parent/guardian under the plan. If the student and student's parent/guardian do not attend the meeting, do not enter into a plan or violate the terms of the plan, the school official will notify the county attorney.

#### **SECTION II – Academic and Disciplinary Requirements**

Students are required to be in attendance, pursuant to board policy, for all instructional days per school year unless their absences have been excused by the principal for illness (absences of five or more consecutive days due to illness

requires a doctor's note), family emergencies, doctor or dental appointment, recognized religious observances and school sponsored or approved activities. Absences that do not fall within the categories listed above will be considered unexcused unless approved by the principal. Parents are expected to report a student's absence prior to 8:30 a.m. on the day of the absence for secondary schools, and 9:30 a.m. on the day of the absence for elementary schools.

If a student accumulates 15 unexcused absences in a class, he or she may lose credit for the class if the student was previously warned at 13 unexcused absences that two more may result in loss of credit. Prior to imposing the loss of credit in one or more classes, the principal will provide the student an opportunity for an informal hearing.

School work missed because of absences must be made up within two times the number of days absent. The time allowed for make-up work may be extended at the discretion of the classroom teacher.

Students will remain in class until the principal makes a decision regarding loss or restoration of credit. Full credit is awarded to all assignments and tests submitted that meet the teacher's specifications until a decision regarding credit has been made.

If a student loses credit, this will be recorded in the student's record as an "AD", administrative drop.

A student who loses credit due to excessive absences is assigned to supervised study hall for the period(s) in which the course(s) meets or the student may be reassigned to another class or location. A student who, after a hearing before the board, loses credit in all courses due to unexcused absences, will not be allowed to participate in any school activities until the following semester. However, the student is eligible to participate in practice if all other eligibility criteria have been met.

The administration and school counselors will make reasonable efforts to advise and counsel and may impose discipline upon any student approaching 10 unexcused absences. Such advice, discipline and counseling is in addition to the requirements listed in Section I of this regulation and includes, but is not limited to, oral or written notices to the student and his or her parents, conferences with the student and parents, written contracts, or loss of non-academic privileges such as extracurricular activities, open campus, late arrival, or early dismissal.

After 15 consecutive unexcused full day absences, a student may be unenrolled for nonattendance. They will be reenrolled upon return to school.

Date Approved: August 12, 2024