ABSENCES AND EXCUSES

The Board of Education requires that the students enrolled in the schools of this district attend school regularly. The educational program offered by this district is predicated on the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital of this purpose.

Students absent from school for any reason are responsible for the completion of assignments missed because of their absence. Prolonged or repeated absences may result in retention at grade level, loss of credit towards the high school diploma, or other parameters established by the Intervention Team.

Unexcused absences from school or from classes within the school day constitute truancies and shall be subject to the disciplinary rules of the Board. Repeated truancies may result in a staff recommendation to the Superintendent that the case be presented to the District Attorney for prosecution. Before such action is taken, effort shall be made to identify the habitual truant, investigate the cause or causes of his or her behavior, and consider the modification of his or her educational program to meet his or her particular needs and interests.

Responsibility of Parent/Guardian

The Parent/Guardian is responsible for notifying the school on a daily basis for any absence of the child from school. This can be done by a phone call to the school on the day absent or by having their child bring a written note the following day. Chronic absence for illness may be required to be validated by medical note. Failure to do so may be viewed as an unexcused absence. Any unexcused absence constitutes truancy. It is the responsibility of the parent to validate every absence. Any 5 days of unlawful absence equals a violation of Compulsory Attendance Law.

Attendance Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>AA</td>
<td>Activity Absence</td>
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<tr>
<td>AP</td>
<td>Appointment</td>
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<tr>
<td>EA</td>
<td>Excused Absence</td>
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<tr>
<td>ET</td>
<td>Excused Tardy</td>
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<tr>
<td>IS</td>
<td>In-School Suspension</td>
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<tr>
<td>OK</td>
<td>In The Building</td>
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<tr>
<td>OS</td>
<td>Overslept</td>
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<tr>
<td>PA</td>
<td>Planned Absence</td>
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<tr>
<td>SA</td>
<td>Suspended Absence</td>
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<tr>
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<td>Truant</td>
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<tr>
<td>UA</td>
<td>Unexcused Absence</td>
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<tr>
<td>UT</td>
<td>Unexcused Tardy</td>
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</tbody>
</table>

- School Sponsored Activities
- Appointments - Notified by Parent
- Sickness, Etc. - Notified by Parent
- Legitimate/Notified by Parent
- In-School Suspension
- Not in Class but Accounted for Elsewhere
- Overslept
- Family Trips, Etc. - Notified by Parent
- Out-of-School Suspension
- Skipping One or More Periods
- Extended Time Needed for State Testing
- Extended Time Needed for State or Local Testing
- Refusing to Attend/Skipping Out of School
- Absent One or More Periods - Not Notified by Parent
- Not Legitimate/Not Notified by Parent
ABSENCE AND EXCUSES

Non-Attendance Procedures

The following procedures have been established to encourage regular school attendance. Throughout the procedure, counselors and administrators will work with the family to improve the student attendance situation so that school success may be enhanced. A non-attending student is defined as a student with a pattern of inconsistent attendance which results in a lack of school success.

Unexcused Absences at the Secondary Level
Letter notification (awareness/warning letter) will be sent home when unexcused absences reach appropriate thresholds (6 absences per semester – BMS/SHS and according to handbook guidelines - PHS). If a student reaches the next threshold (8 absences per semester – BMS/SHS and according to handbook guidelines – PHS) a letter documenting the infractions will be sent home and a meeting will be held with parent(s), student, and the Intervention Team. (See steps below)

Attendance Concerns at the Elementary Level
At the elementary level of instruction, a student with an attendance concern that affects his or her academic achievement or social/emotional development will be referred to his/her school’s Intervention Team.

Unexcused Tardies
Unexcused tardies will be handled by individual buildings according to procedures outlined in their respective student handbooks.

All Chronic Absences/Tardies
Any student that is not attending school (excused and/or unexcused absences) or has chronic tardies (excused and/or unexcused) and is educationally impacted by these non-attendance issues will be referred to the building’s Intervention Team process (See steps below)

Staffing/Intervention Team Process (Attendance Issues)

Step 1: A non-attending student (excused and unexcused) is identified by teachers or other staff who then notifies the building administrator. Appropriate staff will make telephone calls or home visits to determine the nature of the attendance problem, offer advice, and help resolve issues.

Step 2: If non-attendance continues to persist, the student will be referred to the building Staffing/Intervention Team for a thorough review of the situation. A plan may be formulated (contract) to help improve the student’s attendance outlining the responsibilities of all parties. A copy of this contract would be signed by the parent/guardian.

Step 3: If non-attendance behavior continues, the SRO officer may be contacted to do a welfare check and give a warning of a possible citation for non-attendance.
Students

ABSENCES AND EXCUSES

Step 4: If these intervention processes fail to resolve the problem, the matter will be referred to the Superintendent. The Superintendent or designee will set up a meeting with the parents/guardian, the building Principal, and the student to review the existing plan and reasons why it was not working. A decision will be made at that time to continue forward with the existing plan or implement a new plan. Failure of the parents/guardian and/or student will result in a referral to the Police to request a citation to be issued for non-attendance (under 16 years of age) or possible expulsion for older students.

Step 5: If a citation is issued for non-attendance, the case will be referred to the District Attorney for compulsory attendance violations.