

TRUANCY – UNEXCUSED ABSENCES REGULATION

Students will be expected to attend classes regularly and to be on time in order to receive maximum benefit from the school's instructional program, to develop habits of punctuality, self-discipline and responsibility, and to assist in keeping disruption of the educational program to a minimum. Attending school sponsored activities and trips will not be considered an absence. However, the student will make up the work missed.

It is the parents/guardians responsibility to cause the student to attend school as required by the compulsory attendance statutes.

EXCUSED ABSENCES

It will be the responsibility of the parent/guardian to notify the student's attendance center as soon as the parent knows the student will not be attending school on that day. The administration may request evidence or written verification of the student's reason for the absence.

Only these situations are valid for an excused absence:

1. Personal illness.
2. Death in the family or serious illness in the family.
3. Appointments that cannot be scheduled outside the school day.
4. Recognized religious observances.
5. School-sponsored or approved activities
6. Other reasons which may be justified and approved in advance by the administration.

EXCESSIVE ABSENCES

Once a student has eight (8) unexcused absences from a class in a semester without making up the work, the parents/guardians and student will be contacted to discuss the student's progress in that course. The Student Assistance Team will develop an attendance contract for the student with feedback from the student, parent(s), and staff. After the tenth (10) unexcused absence in a given class without making up the work, the teacher and administration will have the option to fail or remove that student from the class. The student will receive a W (withdraw) or an F (fail) for that semester in that course.

CONTACTING THE SCHOOL ABOUT AN ABSENCE

Parents/guardians will notify the office by 9:00 a.m. on the morning of any unanticipated absence. Absences not called in by that time may be considered unexcused, and consequently, truant. Please note that just because a parent/guardian contacts the school about an absence does not indicate that the student is automatically excused from attending school. Absences that are anticipated must be reported to the office as soon as possible.

MAKE-UP WORK FOR AN EXCUSED ABSENCE

School work missed due to an excused absence must be completed to the satisfaction of each teacher whose class or classes were missed in order to receive full credit. Teachers will allow at least one class to do make-up work for each class of absence. For anticipated or planned absences, it is the teacher's discretion to require that the missed work be completed and turned in before the start of the planned absence.

TRUANCY

The definition of “truancy” is any unexcused absence. Even though the parents/guardians may consent to the absence, the school reserves the right to review each absence on a case by case basis. Any class work missed because of a truancy may not be made up for credit.

TRUANCY POLICY

A student who receives a truancy will be subject to the following disciplinary steps per semester, in addition to no make-up privileges. Parents/guardians will be notified of each and every unexcused absence or truancy. Students that demonstrate excessive truantries will be referred to the Washington County Attorney in accordance with the compulsory education regulations. Discretion will be made based on extenuating circumstances.

- First Truancy – Detention after school equal to the time the student missed.
- Second Truancy – In-school suspension equal to time missed.
- Third Truancy – In-school suspension equal to time missed; no Open Campus for finals.
- Fourth Truancy – In-School suspension equal to time missed; Student Assistance Team will create an attendance contract with input from student, parent/family, and staff. No Open Campus for finals.

APPEALS

Any time students or parents are concerned about the disposition of an attendance violation, they are encouraged to contact the teacher or building administrator for clarification.

Teacher’s Decision – Students and parents wishing to have a review of a teacher’s decision regarding tardiness and/or make-up work rendered under this absence rule may do so by filing a written request for review with the principal and/or designee within five (5) days after the teacher’s decision was rendered. The principal and/or designee will determine a mutually agreeable time, place, and date for the review and notify the student, parents and teacher accordingly. At the appointed time, the parties attending the review will meet to discuss the matter informally. Following the review, the principal and/or designee will affirm, reverse or modify the teacher’s decision.

Principal’s (and or Designee) Decision – Students, parents and teachers may obtain a review of a Principals’ (or designee) decision under this absence rule by filing a written request within five (5) days with the Superintendent. The Superintendent or designee will determine a mutually agreeable time, place, and date for the review and notify the interested persons accordingly. At the conclusion of the review, the Superintendent or the Superintendent’s designee will affirm, reverse or modify the Principal’s and/or designee decision.

Superintendent’s Decision – Students, parents and teachers may appeal the Superintendent’s decision in a given case by filing a written request for review within five (5) days with the Secretary of the Board of Directors. The Board of Directors will determine a mutually agreeable

time, place, and date for the review and notify the interested parties accordingly. At the conclusion of the review, the Board of Directors (or representative panel of not less than three directors to review the matter) will affirm, reverse or modify the Superintendent's decision.

TRUANCY MEDIATION

The school will participate in mediation if requested by the county attorney. The Superintendent and/or Principal will represent the school district in mediation. The school district will monitor the student's compliance with the mediation agreement and will report any violation of the mediation agreement to the county attorney.

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Reviewed **February 2015**

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