

## STUDENT PERSONNEL

### Series 500

#### ADMINISTRATIVE REGULATION TRUANCY-UNEXCUSED ABSENCES

No. 501.10R1

#### I. Student Attendance Procedures

- A. Iowa Code 280.3 specifies that students shall attend school for a minimum of 148 days per school year and for a minimum of 37 days per quarter.
- B. After six absences: (either consecutive or non-consecutive)
  - 1. A letter will be generated by the attendance clerk, signed by the principal or administrative designee and mailed or electronically mailed to the student's home notifying the parent of the number of absences the student has accumulated.
  - 2. An entry will be logged in Infinite Campus by the attendance clerk to note that the first contact has been made in regard to the student's absence.
- C. After twelve absences: (either consecutive or non-consecutive)
  - 1. A letter will be generated by the attendance clerk, signed by the principal or administrative designee and mailed or electronically mailed to the student's home expressing concern regarding the number of absences the student has accumulated.
  - 2. The principal or designee will call the student's parent(s) to notify them that a second attendance letter has been sent regarding their student's absences and determine future steps in the case of continued absences.
  - 3. An entry will be logged in Infinite Campus by the assistant principal to note that the second contact has been made in regard to the student's absences.
- D. After fifteen absences: (consecutive)
  - 1. A student will be un-enrolled for non-attendance. They will be re-enrolled upon return to school.
- E. After eighteen absences: (non-consecutive)
  - 2. A letter will be generated by the attendance clerk, signed by the principal or administrative designee and mailed or electronically mailed to the student's home expressing concern regarding the number of absences the student has accumulated.
  - 3. The principal or designee will call the student's parent(s) to notify them that a third attendance letter has been sent regarding their student's absences and a meeting to discuss their student's excessive absence is required.
  - 4. A meeting must be held with a student support team which could include student, parent, principal, guidance counselor, nurse school outreach coordinator and truancy officer.

5. An attendance contract may be developed by the team including a timeline, expectations, a truancy court referral trigger and success indicators.
6. An entry will be logged in Infinite Campus by the principal documenting the outcome of the meeting.

## II. Unexcused Absences Consequences

- A. Students who are absent from school or class without a reasonable excuse shall be subject to disciplinary measures. Reasonable excuses are those which are acceptable reasons as provided in Board Policy 501.9 Student Absences Excused.
- B. Each day or a portion of a day of absence from school or class shall be considered a separate violation of these rules.
- C. Students who are found to be absent without a reasonable excuse may be subjected to one or more of the following disciplinary measures:
  - 1) Probation
  - 2) After-school detention
  - 3) Nonteaching day attendance
  - 4) In-school suspension
  - 5) Removal of school privileges
  - 6) Short-term suspension from school
  - 7) Long-term suspension from school
  - 8) Recommendation for expulsion from school

## III. Appeals:

Sanctions are subject to appeal upon request of the student or parent/guardian.

### A. Building Appeals Committee

- 1) Students or parents/guardians seeking to review a decision regarding truancy, absence, tardiness, or make-up work under this policy must file a written or oral request for appeal with the attendance office within four school days of receipt of notification of the violation or decision. The appeal request may include the reasons why the appeal is requested and any information that the parent/guardian or student wishes to be considered in the appeal.
- 2) If the student or parent/guardian files an appeal, the student will remain in the class pending the completion of the appeal process.
- 3) The appeals may be heard by one or more of the following: an assistant principal, certificated attendance personnel or a counselor. (Additional resource personnel may be requested by any party: school nurse, teacher, social worker, psychologist, etc.)
- 4) Parents/guardians shall be informed of their right to address the appeal committee before any sanction is administered.

- 5) The appeals committee will consider whether the student's conduct or absence should be excused under this policy. The committee will consider:
- i. Attendance history of the student;
  - ii. Extenuating circumstances particular to the student
  - iii. Educational alternatives to removal from class or school
  - iv. The total educational program for each individual student
- 6) The appeals hearing will be held within five school days after the appeal is filed. Committee response to the appeal will be issued the following school day. The parent will be notified of the decision in writing.

B. Appeal to the Principal/Designee

1. Students or parent(s)/guardian(s) may request review of the building appeals committee's decision regarding sanctions rendered under this absence rule may do so by filing a written or oral request for review with the principal within five days after the committee's decision. The principal will determine an agreeable time, place, and date for the review and notify the student and parent/guardian. At the conclusion of the review, the principal shall affirm, reverse, or modify the committee's decision.

C. Appeal to the Superintendent/Designee

1. Students or parent(s)/guardian(s) may request a review of a building principal's written decision under this policy by filing a written request for review with the superintendent within five days of the principal's decision. The superintendent or designee, in conjunction with the parent/guardian, will attempt to determine an 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 shall affirm, reverse, or modify the principal's decision.

D. Appeal to the Board of Directors

1. Students or parent(s)/guardian(s) may appeal the superintendent's decision by filing a written request for review with the secretary of the Board of Directors within five days of the superintendent's decision. It is within the discretion of the Board to determine whether to hear the appeal. If the appeal is accepted, the secretary will set the time, place, and date for the review and notify the interested persons accordingly. At the conclusion of the review, the board may affirm, reverse, or modify the superintendent's decision.

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