

Attendance Policies and Procedures

Statutory changes prior to District revision to policy and procedures in 2007.

- Parent permission required for students 16-18 to withdraw from school
- Exit interview and survey required for students

Attendance Committee, with representation from the five comprehensive high schools and elementary and middle school, met throughout the 2006 – 07 school year. The Board approved:

- A requirement for high school students to be in attendance the equivalent of three block periods (270 minutes) in order to be considered present for the day. (This was updated in 2009, to add 4 periods in a traditional seven period day)
- A provision for requiring make-up work for unexcused absences with a possible 30% penalty on the earned grade
- The recording of tardies and/or early dismissals without a reasonable excuse
- Declaration of intent to terminate school enrollment requires parent signature, exit interview and student survey

Key statutory requirements:

- Attendance entered daily
- Parent contact to determine the reason for unexcused or unexplained absences (District allows electronic notification rather than requiring teachers to contact)
- No academic penalty for excused absence unless the work is not made up within a reasonable time
- Five unexcused/unexplained absences in a calendar month or ten in 90 days - referral to interdisciplinary team to determine if a pattern of nonattendance is developing
- If a pattern exists, a meeting must be scheduled with the parent to identify potential remedies.
- If nonattendance persists, interventions must be put in place.
- In cases of habitual truancy (15 days in 90 day period), truancy procedures shall be followed including charges against the parent in some cases or Case Staffing

Current District Procedures

- Daily attendance required
- Required contact for unexcused or unexplained absences. The District allows automated calling rather than requiring teachers to call.
- 5/30 or 10/90 unexcused or unexplained absences - teacher notifies administrator
- Interdisciplinary (SWST or CARE) Team meeting to determine if a pattern of non-attendance is developing
- If yes, meeting with parent to problem solve.
- If problem persists interventions put in place
- Monitoring for continued non-attendance; may result in Case Staffing or state attorney referral
- Attendance monitored by period for driving privileges. Department of Motor Vehicle notified after 15 unexcused absences.
- Executive Director for high school meets with principals monthly to review attendance data