

## FORT DODGE SENIOR HIGH ATTENDANCE

### **Attendance (Absences/Truancies/Tardies):**

Administrative procedures for implementing Board policy on Regular Student Attendance (Policy 501.3) are based on the following beliefs:

- That daily attendance is directly related to better school success.
- That knowing District expectations is essential for the parents/guardians and students.
- That understanding attendance-related terminology is needed.
- That knowing the consequences of poor school attendance and punctuality must be known.

The successful implementation of school attendance-related policies and procedures is founded on fostering good communication between the home and school, providing the school information on all student absences, supporting the strong relationship between regular attendance and academic success, establishing increasingly higher expectations for school performance of students and shifting the responsibility for school success from the family to the student as he/she progresses through the system.

### **Definition of Terms:**

**Absence:** A student will be considered absent from his/her class if he/she is more than 10 minutes late. School sponsored activities will not be considered an absence but students will be required to make up assigned work.

**Excused Absences:** The following reasons for being absent from school will be considered excused:

- Personal Illness
- Death or serious illness in the immediately family or household
- Request to accompany parent/guardians (or an individual(s) approved by the parent/guardian) on trips
- School initiated suspensions
- Medical, dental or legal appointments that cannot be made other than during school time. (Verification from the doctor's office or Clerk of Court is required upon return to school to have the time excused.)
- Special Exceptions if approved by the principal/designee

**Unexcused Absences:** Any absence from school classes, other than those included in the areas of excused absences, will be considered an unexcused absence.

**Tardy:** A student is considered tardy when he/she does not meet the instructors' definition for classroom readiness as stated in their classroom expectations. Classroom expectations will be distributed at the beginning of the course by each teacher. Tardies may be excused by the classroom teacher or an administrator, or may be excused by any staff member who keeps a student, which causes the student to be late.

**Truant:** A student who elects not to attend class or school, leaves the building without permission from his/her parent/guardian AND a school official, will be considered truant. Being truant is counted as an unexcused absence. Truancies accumulate throughout the entire school year.

**Skipped Class:** A student who elects not to attend class or school or is not where he/she is assigned or has a pass to be, will be considered skipping. Skipping is counted as an unexcused absence and accumulates throughout the entire school year.

### **Appeal Process:**

Any time students or parents are concerned about the disposition of an attendance-related violation they are encouraged to contact the assistant principal/designee for clarification. If there is dissatisfaction with the assistant principal's decision, the student/parents may appeal within five school days of the decision to the building principal. If the student/parent is still not satisfied, a written appeal must then be made within five school days of the principal's decision to the Superintendent, who will review the appeal. If dissatisfaction still exists, the student/parent may request a hearing before the Board of Education.

## **Absences**

Some absences are unavoidable and to help compensate for the instructional time missed, make-up work may be assigned.

Absences due to attendance of approved trips and activities will not be considered an absence from school, but will require a student to make-up work missed.

Being absent from school itself will not be cause for reduction of a student's grade. Teachers may, however, require students to come in before or after school to complete work/activities that were done in class in order to receive credit for the assignment. The teacher will allow a minimum of two school days for each day missed from their class to make up all work. In the event that an assignment was due on the day of the absence, it will need to be submitted immediately upon the student's return. Any extension for work due on the day of the absence will be at the teacher's discretion. All make-up work must be completed within one week of the end of the trimester to receive credit. Exceptions may be made at the principal/designee's discretion for extended illness.

**Unexcused Absence:** Procedures for dealing with unexcused absences are as follows: An unexcused absence still allows the student the right to complete missed work in a reasonable time (2 days for each missed day). All work due on the day missed will need to be turned in immediately upon the student returning or credit may not be given.

**Truancies/Skipped Classes:** Students considered for disciplinary action will be provided the due process rights and appeals procedures.

- **First Truancy/Skipped Classes:** The student will be referred to a principal/designee. If it is determined that the student is truant, he/she will be subject to disciplinary action and parental contact will be made. Detention or in-school suspension will be used as a consequence.
- **Second Truancy/Skipped Classes:** The student will be referred to a principal/designee for appropriate action. In-school suspension may be assigned. The principal/designee will contact the parent/guardian and inform parent/guardian of the consequences and notify the counselor and a member of the Student Services that they are to meet with the student.
- **Third Truancy/Skipped Classes:** The student may be suspended either in or out of school. In the event that the student is suspended out of school, prior to the student being readmitted, an in-house parental conference is required with the principal/designee. Attendance and academic progress will be reviewed as an appropriate disciplinary action administered. The student and his/her parent/guardian will be notified of potential consequences.
- **Fourth Truancy/Skipped Classes:** The student may be suspended either in or out of school. The student may be withdrawn from his/her classes and the parent/guardian will be notified.
- **Chronic Truancies** may result in County Attorney involvement.

**Tardies:** Students considered for disciplinary action will be provided the due process rights and appeals procedures. Progressive discipline for tardies starts over each trimester. When a student is late to school he/she must report to the attendance office. Tardies may either be excused by the classroom teacher, by an administrator, or by any staff member who caused the student to be late.

- **First Tardy:** The teacher will discuss need for timeliness to class
- **Second Tardy:** Teacher may contact the student's parent/guardian concerning the issue and the student will be notified of consequences of further tardies.
- **Third Tardy:** Teacher will assign a 30-minute detention to the student to be served within a week. Failure to serve will result in a referral for truancy from detention.
- **Fourth (and subsequent) Tardies:** Detentions will be assigned, and the student will meet with the Student Services Liaison. A problem-solving meeting may be set up with the student, teacher, administrator, counselor, and parent/guardian.

**NOTE:** Progressive discipline for tardies starts over each trimester.