

(School District or ISD)
ATTENDANCE/TRUANCY
(Policy/Guidelines – SAMPLE)

ATTENDANCE

The Board of Education as an agency of the State is required to enforce regular attendance of students. The Board recognizes that regular attendance and promptness are marks of a good student and a good citizen. In school, as in other facets of life, regular attendance and punctuality are necessary for success.

Attendance shall be required of all students participating in District programs, except those exempted under District policy for religious instruction or by other provisions of State law, during the days and hours that the programs are in session or during the attendance sessions to which she/he has been assigned.

The Superintendent shall require, from the parent of each student or from an adult student who has been absent for any reason, a written statement of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of each prolonged absence.

Repeated infractions of Board policy requiring the attendance of enrolled students may result in the suspension or expulsion of the student from the District program.

The Board considers the following factors to be reasonable excuses for time missed at a District program:

- A. illness
- B. recovery from accident
- C. required court attendance
- D. professional appointments
- E. death in the immediate family
- F. observation or celebration of a bona fide religious holiday
- G. such other good cause as may be acceptable to the Superintendent

The Board authorizes but does not encourage the Superintendent to suspend a student from a particular class or from school, if sincere efforts by the staff and parents cannot rectify the pattern of absence. In keeping with its philosophy, the Board supports efforts to provide for out-of-school alternative educational opportunities for truant students rather than to heighten the effects of absence through suspension.

The Superintendent shall develop administrative guidelines for the attendance of students which ensure a school session which is in conformity with requirements of the law.

In collaboration with constituent local districts, the Attendance Officer shall:

- A. identify the truant;
- B. investigate the cause(s) of the student's truancy govern the keeping of attendance records in accordance with rules of the State Board;
- C. explore feasible modifications of the truant's educational program.

If such modifications do not rectify the attendance problem, the Attendance Officer shall pursue available legal remedies.

TRUANCY

The following procedure should be used to facilitate the identification and handling of a truant student.

- A. Step 1: The local district is to notify the Superintendent after all efforts have been exhausted by the local district.

B. Step 2: Upon receiving a referral from the local district, the truant officer who will contact the Superintendent will immediately contact the family by registered mail notifying the parents that they must have the child back in school the day following receipt of the letter or the ISD will seek a warrant for their arrest. A copy of the letter is to be sent to the local district.

C. Step 3: The local district will, upon receipt of its copy of the registered letter, notify the truant officer by telephone the next school day whether or not the child is in attendance. If not, the truant officer shall work with the court to ensure that a warrant is prepared and issued to the parent.

D. Step 4: It is the responsibility of the local district to keep the ISD informed as to the attendance pattern of the child and any action it is taking to reduce absence.