

## ADMINISTRATIVE PROCEDURE 8.13

### STUDENT ATTENDANCE/ABSENCES/TARDIES

#### **(1) GENERAL ATTENDANCE**

- (a) Attendance shall be taken by classroom teachers within the first 10 minutes of each school day. In schools with period attendance, attendance shall be taken within the first 10 minutes of each class period.
  - i. Schools must have a plan for accurate attendance taking when there is a substitute teacher present.
- (b) The Attendance Officer (Attendance Secretary/Attendance Paraprofessional) shall verify absences by the end of the school day. In schools with period attendance, verification shall occur at the end of every period.

#### **(2) LEGALLY EXCUSED ABSENCES**

##### (a) School-excused Absences

1. Once notification has been given and approved, the student attendance record shall be updated to reflect the appropriate attendance code.
2. The documentation of the notification (email, doctor's note, court letter, etc.) shall be kept in a school file for a minimum of two years.
3. Educationally beneficial activities shall be approved in advance by the principal. Documentation of the approval must be uploaded to the student information system.
4. For extended family trips, in which the student absence will extend beyond twenty (20) school days, a parent/guardian shall be required to notify the school attendance officer, or designee, prior to leaving on vacation of the pending absence for the purpose of reviewing and adjusting the student's enrollment record, attendance record and overall performance record. The intent is to allow the opportunity for students to accompany their parent/guardian on a vacation which can only be scheduled when school is in session. In these rare cases:
  - a. The student enrollment may be ended.
  - b. The student shall be re-enrolled at the school of origin upon return regardless of the school's enrollment capacity.
5. When students are absent due to the bus not stopping at a designated bus stop, schools shall verify the missed stop with Business and Transportation Services.
  - a. A parent or guardian must contact the school to inform that the child was at the bus stop and the bus never arrived.
    - i. The school shall contact Business and Transportation Services to confirm that a bus did not arrive at the bus stop within the designated time;

- ii. If verified, the student shall be marked NBCP (No Bus Confirmed Pickup) and be excused from attendance.
- b. In severe weather conditions, a student who is not at their stop will be marked absent unexcused unless a parent calls.

**(b) Personal Illness**

1. Students receiving temporary medical care (half day or full day), and do not qualify for the Home and Hospital program, may have their schedules adjusted to reflect their medical needs, and if adjusted, their attendance shall reflect the appropriate exemption code. In these cases:
  - a. The principal shall request that the parent or guardian obtain a written statement from a licensed physician, dentist, chiropractor, optometrist, psychologist, or Christian Science practitioner who is living and residing in this state and who is listed in the *Christian Science Journal* as sufficient proof of the physical or mental condition of the student. The statement, which must be in writing, shall state the time period for which it is valid, said period not to exceed thirty (30) days. Additional days will require a new certification.
  - b. Prior to implementing a schedule change or utilizing the exemption code, the required medical statement shall be submitted to the Regional Superintendent for approval and uploaded into the student information system.
  - c. The school is required to provide academic support by a licensed teacher outside of the instructional minutes of the school day and/or off school premises.

**(3) TARDIES**

Schools shall implement a multi-tiered system of support (MTSS) framework in addressing student tardiness and absenteeism.

**(a) Tardy to School (Daily Attendance Schools)**

1. Schools shall have a check-in procedure to document the time and the reason for the tardy.
2. A physical log of student check-ins with dates, times, name of student, and student signature shall be maintained in a secure location in the main office for a period of two years.

**(b) Tardy to Class (Period Attendance Schools)**

1. Students who arrive late for any class period shall be allowed to proceed to their classes after obtaining proper documentation of their tardiness. Schools shall ensure their admittance to class.

2. Students shall not be asked to wait in a designated area until the next class period begins. They must be allowed to proceed to the current class period.
3. Schools shall have an identifiable structure for ensuring that tardy students are provided with a verifiable tardy pass.
4. Schools shall develop a system to ensure that tardy passes can be tracked to update student attendance daily.

#### **(4) SCHOOL NOTIFICATION**

When students are absent, it is the responsibility of the parents or legal guardians to contact the school attendance office as early as possible to inform the school of the absence.

1. Schools shall check the school email and voicemail within the first thirty (30) minutes of each school day.
2. The student record shall be immediately updated to accurately reflect the absence.
3. Schools shall maintain copies of the documentation provided for a period of two years.

#### **(5) PARENTAL NOTIFICATION**

The student information system will contact the parent within two hours of an unexcused absence. In schools where period attendance is taken, notification will begin after the first missed period.

1. Schools shall check the call log to determine which calls were not successful on a daily basis.
2. If there has been no success contacting the parents or guardians by phone, it is the additional responsibility of each school to attempt to contact the parents or guardians by another means before the end of the second day after receiving a report of an unexcused absence.