

TRUANCY, UNEXCUSED ABSENCES AND UNEXCUSED TARDIES

Attendance for PK-12 is essential to a quality education although occasional absences due to illness, family emergencies, family deaths, and other circumstances may occur. Regular and on-time attendance is required as a part of enrollment in the Bondurant-Farrar Community School District. Regular attendance is a lifetime skill that students will need in order to be a productive member of society.

It shall be the responsibility of the superintendent, in conjunction with the principals, to develop administration regulations regarding this policy. The administration has the right to determine if any absence or tardy is excused or unexcused. The administrative regulations shall indicate the disciplinary action to be taken for truancy.

Truancy is the failure to attend school for the minimum number of days as established in the school calendar by the board. Truancy is the act of being absent without a reasonable excuse. These absences will include but not be limited to tardiness, shopping, hunting, concerts, preparation or participation in parties and other celebrations and employment. Truancy will not be tolerated by the board.

Students are subject to disciplinary action for truancy including suspension and expulsion. It is within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy. Students receiving special education services will not be assigned to supervised study hall, in-school suspension, unless the goals and objectives of the student's Individualized Education Program are capable of being met.

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy. The administrative regulations will indicate the disciplinary action to be taken for truancy. All steps will be documented with a letter to the parents/guardians. A copy of each letter will be placed in the student's file.

School-year Vacations - The District discourages a prolonged vacation, during the school year; however, if it is unavoidable, please contact the classroom teacher and school administrator prior to the absence. (Refer to Board Policy 501.9)

Open Enrolled Families -Parents/Guardians are responsible for the transportation to and from school. Any absence caused by the inability to bring your student to school will be considered an unexcused absence. Bringing students late will be considered an unexcused tardy.

HIGH SCHOOL UNEXCUSED ABSENCES AND TARDIES

Any unexcused absence may result in one or more of the following: parent/guardian notification, detention, or suspension. The student's homework must be completed; homework relating to unexcused absences must be turned in upon the student's return to school.

Tardiness is defined as being late less to class and may be excused upon the same reasonable grounds as those considered for absences. Students that arrive after 10 minutes of class are considered absent, not tardy.

Students who are absent from school or class without reasonable excuse shall be subject to disciplinary measures determined by the building principal or designee. Reasonable excuses are provided in Board Policy 501.9. All other absences from school shall be considered unexcused absences.

A student may be recommended for loss of credit when his/her absences have excluded them from more than five (5) days of their academic classes [refers to classes that receive a full credit per semester].

ELEMENTARY AND MIDDLE SCHOOL UNEXCUSED ABSENCES AND TARDIES

Students leaving school before Ten (10) a.m. and not returning to school for the remainder of the day will be counted absent the entire day, and students who leave after Ten (10) a.m. or before Two (2) p.m. will be considered one-half day absent. Students arriving after eight twenty-five (8:25) a.m. are considered tardy.

A student is considered truant when he/she has eight unverified/unexcused absences in one school year. An unverified absence is when he/she is absent from school without written verification from a health care provider.

Parents/guardians will be notified, by telephone, upon the student's third unverified/unexcused absence. Parents/guardians will be notified, in writing, upon the student's fourth and subsequent unverified/unexcused absences. Copies will be placed in the student's file.

The school district reserves the right to determine if excessive absence (even those considered excused) will lead to grade retention. When a student has absences totaling 18 in one school year (even those excused), the school administration will meet to discuss the educational plan for the student.

In accordance with the State compulsory attendance law, Code of Iowa 299.1, we will contact the county attorney's office requesting mediation for violation of the above policy.

Legal Reference: Iowa Code §§ 294.4; 299 (2013).
281 I.A.C. 12.2(4).

Cross Reference: 206.3 Secretary
410.3 Truancy Officer
501 Student Attendance
503 Student Discipline
504 Student Activities
506 Student Records

Adopted: 5/23/1988
Reviewed: 8/17/2017
Revised: 8/17/2017