

STUDENTS

Series 500

Policy Title Truancy - Unexcused Absences

Code No. 501.10

Regular attendance by students is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students will attend school unless excused by the principal of their attendance center.

Truancy is the failure to attend school for the minimum number of days 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.

Legal Reference:

Iowa Code §§ 294.4; 299 (2009).
281 I.A.C. 12.2(4).

Cross Reference:

206.03 Secretary
410.03 Truancy Officer
501.00 Student Attendance
503.00 Student Discipline
504.00 Student Activities
506.00 Student Records

Date of Adoption: March 16, 2010 (Revised)

Related Administrative Rules and Regulations:

Truancy - Unexcused Absences Regulation

Daily, punctual attendance is an integral part of the learning experience and is required of all students to receive the maximum benefit of the educational program. The habit of good attendance established early is one which helps a person be successful throughout his or her lifetime. More and more, employers, colleges and vocational schools expect good attendance and are checking attendance records for absences and tardies. They are aware that good and prompt attendance indicates dependability in a student.

The education that goes on in the classroom builds from day to day and as a result, absences always cause some disruption in the educational progress of the absent student. Students who are absent may not understand what the teacher is currently presenting, and may also become discouraged with the double burden of keeping current and making up missed work. In order to maintain interest and understanding in the instructional program, students should not expect to be absent any more than is absolutely necessary. Irregular attendance or tardiness by students not only inhibits their own studies, but also interferes with the progress of those students who are regular and prompt in attendance. Attendance is a shared responsibility that requires cooperation and communication among students, parents and school officials.

A student absence may be excused or unexcused. The type of absence, whether excused or unexcused, shall be determined by the building principals as set forth in the Student-Parent Handbook. Students will be allowed ten (10) excused absences per semester. Unexcused absences will result in some consequence which shall include one or more of the following: verbal reprimand, detention, Saturday detention, suspension and expulsion. Truancy cases will be referred to the Lyon County Sheriff's Office. Skipping school will be considered a truancy. In cases of truancy, the student will be required to make-up two times the time missed.

When sickness or family obligation necessitates an absence, parents shall notify the school in advance or at the time of the event with a telephone call, a note or a personal conversation with the building principal or an office secretary. If the school has not been contacted by 9:00 A.M., school personnel will attempt to contact the parent. When a student has missed school, the parent shall contact the school by telephone, with a note, or in person stating the reason for the absence. Upon the student's return to school, the parent is to send a note with the student stating the reason for the absence.

Where an absence is planned, make-up work shall be finished before the absence occurs. Students are to notify teachers at least five (5) days prior to the scheduled absence. Teachers shall provide the student with the make-up work at least three (3) days prior to the scheduled absence. This provision encourages teachers and students work together to assure that all make-up work is completed in a timely fashion with maximum credit allowed. Activities that cannot be made up ahead of the absence will be permitted time as set forth in this policy to complete the work, i.e., speeches, labs, etc.

Students absent for partial days must also report to the office upon their return to school. This will prevent students from being counted absent for the full day. Students absent for a partial day shall require the parent to contact the building principal's office to explain the reason for the absence. Parent contact with the school may be by telephone, a note, or in person.

Students are to report to the office prior to leaving the building for ANY reason. To leave the building and school grounds, a student must submit to the building principal or secretary, a written note explaining the reason to leave school property. The parent may also contact school officials by telephone or in person.

