

Excessive Absences

The following are guidelines for addressing student absences throughout the District.

Five (5) Days—When a student has been absent from school for over 5 days for reasons other than a student illness (which needs a medical note by a doctor) or family emergency the parents will be contacted by a school staff member, i.e. classroom teacher, school counselor, assistant principal, in order to inform parents that the student is missed at the school and that attendance is important for the child to achieve all the required learning. Makeup work places a burden on both the student and the teacher. Inform parents of consequences for lack of attendance i.e. failure to gain high school credit. A district letter will be sent by the school to the parents as well. **Document parent contact.**

Ten (10) Days—When a student has been absent from school for over 10 days for reasons other than a student illness (which needs a medical note by a doctor) or family emergency, a meeting at the school will be held with both staff and principal in attendance. The ten day meeting will also apply if a student tends to miss school due to a chronic illness. Issues related to the student absences should be reviewed and remedies developed. Homebound instruction should be considered if conditions so warrant. Inform parent as to potential for repeating a grade if grade level standards are not met each year. Parents will be notified that if the absences stretch to 15 days the Superintendent and Board of Education may be notified of the situation. Maintain a willingness to work through issues with parents and student. A district letter will be sent by the school to the parents as well. **Document parent contact.**

Fifteen (15) Days—If in the judgment of the principal, the absences may be a result of parent/guardian neglect, then the Superintendent and Board will be informed. A district letter will be sent by the school to the parents as well.

If it continues to appear to school personnel that a student's parents/guardians are neglecting the educational needs of a student, the appropriate information along with the supporting document of previous interventions should be submitted to the Superintendent and Board. They will decide if the County Attorney needs to be contacted.