

## DISTRICT ATTENDANCE POLICY

### Parents/Legal Guardians Responsibility to Inform School Regarding Student Absences

Parents/Legal Guardians are expected to contact school officials when their children are to be absent. When parents/legal guardians know about an absence in advance of the event/day, they are asked to pre-notify school officials.

Attendance Records School officials are responsible for maintaining a comprehensive system of student attendance records, inclusive of daily attendance records for each student. Teachers are responsible for accurate reporting of daily student attendance. Building administrators are responsible for submitting accurate attendance information to the Superintendent.

### Reporting Absences FRANKLIN MIDDLE SCHOOL PHONE #233.5590

School officials shall record student absences according to the following protocols:

- Excused
- Medical
- Homebound
- In-School Suspension
- Unexcused/Tuant
- Legal
- School Related
- Suspension

### Definitions

Truancy is a condition for which a student is unaccounted during the assigned school day.

### Consequences for Lack of Attendance

School officials expect parents/legal guardians to have their children in attendance daily and on time. The officials will consider a student's lack of attendance as habitual truancy and will take disciplinary action, inclusive of suspension, a recommendation for expulsion and a referral to Attendance Court. Should a student be under the jurisdiction of juvenile authorities, a lack of attendance shall be reported to the student's probation officer and/or the juvenile court.

### Student Absences at the Secondary Level

Regular daily attendance is expected for all students in the secondary schools. Once a student is absent for a tenth (10) time in any semester class or for a seventh (7) time in any trimester class, or a fifth (5) time in a quarter class, or a fourth (4) time in any six week block exclusive of school related absences, school officials may consider the student as habitually truant and refer the student for intervention and/or consequence inclusive of suspension, a recommendation for expulsion and a referral to Attendance Court. Work Make-Up Privileges

Students will be expected to make up work missed as a result of absences, (except truancies which may be made up at the discretion of the teacher). Students that have excused absences (other than Pre-arranged Absences) are able to make up their assignments, tests, quizzes, and projects as they work with a particular teacher. Time allowed for this is based on the number of days the student was absent for circumstances plus one more school day. Teachers do have the discretion to extend the number of days allowed on a case by case basis.

### Pre-Arranged Absences

These absences include school related events such as athletic competitions, music contests, etc. or planned personal or family emergencies with administrative approval, including medical absences where the student has received assignments and/or participated in test reviews in advance. In the case of these pre-arranged absences, all missed school work (including

the missed test) is due the day the student returns to school with teacher discretion to extend the deadline.

### **Unexpected Absences:**

These absences include student illness, funerals, etc. as defined in District policy. Unexpected, excused absences allow for students to have one day for each school day absent plus one day to make up all assignments and tests, STUDENTS 8000 POLICY 8130

### **ATTENDANCE OF STUDENTS**

If a student is absent for a tenth (10) day of school, school officials will contact the parents/legal guardians to discuss the circumstances of the absences and applied or future interventions and consequences. A follow-up letter will be sent to the parents/legal guardians.

For any student absences that exceed eleven (11) days but do not exceed fifteen (15) days, school officials will convene a meeting of the Building Attendance Committee to discuss the circumstances of the absences, applied or future interventions and consequences, and the student's academic record. The student and his/her parents/legal guardians are expected to be present for the Building Attendance Committee discussion. School officials will send a follow-up letter to the parents/legal guardians addressing the stated outcomes of the meeting. For any student absences that reach an eighteenth (18) day, the student may be considered habitually truant and referred to Attendance Court, SRO or local police department.

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