

Nord Country School

BP 5020 – Attendance



1.0 Purpose

1.1 The Nord Country School Board recognizes the importance of regular attendance and its link to educational performance. The purpose of this policy is to ensure student absences are minimized and processed legally.

2.0 Excused Absences

2.1 Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law or Board policy. These reasons include:

- 2.1.1 Personal illness;
- 2.1.2 Medical, dental, optometric, or chiropractic appointments;
- 2.1.3 Participation in religious instruction or exercises including observation of a holiday or ceremony;
- 2.1.4 Required appearance in court;
- 2.1.5 Attending the funeral of an immediate family member

2.2 Insofar as class participation is an integral part of students' learning experiences, parents/guardians and students shall be encouraged to schedule medical appointments during non-school hours.

3.0 Method of Verification

3.1 When students who have been absent return to school, they must present a satisfactory explanation verifying the reason for the absence. The following methods may be used to verify student absences:

- 3.1.1 Written note from parent/guardian, or parent representative.
- 3.1.2 Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative.
- 3.1.3 Physician's verification
 - 3.1.3.1 When excusing students for confidential medical services or verifying such appointments, school staff shall not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment.
 - 3.1.3.2 When a student has had 14 absences in the school year for illness verified by methods listed in 3.1.1 through 3.1.3 above, any further absences for illness must be verified by a physician.

4.0 Unexcused Absences/Truancy

4.1 Any absence of which the school is not properly notified is considered unexcused.

- 4.2 Students shall be classified as truant if absent from school without a valid excuse three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. Such students shall be reported to the Administrator or designee.
- 4.3 The parent/guardian of a student classified as a truant shall be notified of the following:
- 4.3.1 The student is truant;
 - 4.3.2 The parent/guardian is obligated by state law to compel the student to attend school;
 - 4.3.3 The parent/guardian who fails to meet this obligation may be guilty of an infraction of the law and subject to prosecution;
 - 4.3.4 The parent/guardian has the right to meet with appropriate school personnel to discuss solutions to the student's truancy;

5.0 Excessive Absences/Tardiness

- 5.1 Attendance rates for all students shall be reviewed regularly. Family contact shall be made if the following circumstances arise:
- 5.1.1 Seven (7) absences, excused or unexcused, will generate a mandated, legally compliant initial attendance letter expressing the importance of attending school regularly.
 - 5.1.2 Ten (10) absences will generate another letter referencing that continued absences require a note from a physician.
 - 5.1.3 Fourteen (14) absences will generate a third letter requiring the parents to meet with the Administrator or designee. This letter references truancy guidelines and the school's expulsion policy.
- 5.2 Tardiness shall also be addressed as an attendance issue due to its disruptive nature. Tardiness rates for all students shall be reviewed weekly. Family contact shall be made if the following circumstances arise:
- 5.2.1 Ten (10) tardies will generate a letter home expressing the importance of being at school on time.
 - 5.2.2 Fifteen (15) tardies will generate a second letter home requesting a meeting between the parents and the Administrator or designee.

6.0 Adoption and Review

- 6.1 Originally Adopted: 3/15/2007
- 6.2 Most Recent Revision: 03/08/2017