

# Board Policy

Code No. 501.3R1

## COMPULSORY ATTENDANCE REGULATION

The Bettendorf Community School District requires students to be in regular attendance for an instructional period of 180 days between July 1 and the succeeding June 30 to satisfy the minimum school requirement.

Students absent from school or class without reasonable excuse as determined by the building administrator/designee and in violation of District policy shall be deemed truant and subject to disciplinary sanctions. The compulsory attendance statutes place the responsibility with the parent(s) to cause a child to attend school for an entire period when schools are in session in any school year. Violation of this responsibility will require referral to the County Attorney for appropriate action.

### ADMINISTRATIVE RULES AND PROCEDURES

#### I. PHILOSOPHY

Daily, punctual attendance at school is a primary ingredient in obtaining the maximum benefit from the educational opportunities in the Bettendorf Community School District. The following policies and procedures apply to all students.

#### II. ATTENDANCE

A. It is the parent(s)/guardian(s) responsibility to cause the child to attend school as required by the compulsory attendance statute.

#### B. ABSENCE/TARDINESS

1. Parent(s)/guardian(s) are expected to telephone the school regarding a student's absence on the morning of the absence/tardiness.

If requested, all students who were absent from school for any reason shall submit in written form the specific reason(s) for their absence and a signature of parent or guardian. The building administrator/designee may require written verification of the reason(s) for a student absence by a parent(s)/guardian(s), physician, dentist, or school nurse.

2. The following reasons for absence from school shall be considered as excused absences by the building administrator/designee:

- a. Personal illness or accident;
- b. Death or serious illness/injury in the immediate family, household, or close friendship;
- c. Recognized religious observances which have been given prior approval by the building administrator/designee;
- d. Medical/dental or business appointments which cannot be made other than during school times;
- e. Educational trips which have been given prior approval by the building administrator/designee;
- f. Family vacations which have been given prior approval by the building administrator/designee; or,
- g. Other compelling situations which are approved by the building administrator/designee if suitable reasons are submitted.

3. ABSENCE BECAUSE OF ATTENDANCE AT A SCHOOL SPONSORED TRIP OR ACTIVITY WILL NOT BE CONSIDERED AN ABSENCE FROM SCHOOL. HOWEVER, THE STUDENT WILL BE REQUIRED TO MAKE UP WORK MISSED.
4. Schoolwork missed because of an absence must be completed to the satisfaction of each teacher whose class or classes were missed.
  - a. When students can anticipate absences, every effort should be made in advance of the absence to obtain assignments.
  - b. When an absence was not anticipated, all schoolwork must be made up in accordance with attendance guidelines of the school.
  - c. Students have the opportunity to receive full credit for schoolwork made up because of an "excused" absence.
  - d. If students fail to make up the work missed, they will fail that portion of the work not completed and this will be averaged with other grades.
5. Tardy students not only affect their own studies, but also interfere with the progress of those students who are prompt. Tardiness to class creates an obvious interruption and confusion for all class members. Tardies are defined by each instructional level in the Parent/Student Handbooks.

#### **Elementary Tardy Procedures (PK-5)**

- a. An automatic review of the attendance records of all students who are tardy ten (10) school days will be done by the teacher, counselor, school nurse and building administrator/designee. The purpose of the review is to determine the reasons for the absence/tardies, the students' compliance with the work make-up regulations, and academic progress in general. Identified students may be recommended for immediate counseling, support staff intervention, parent conference and/or immediate application of the Truancy Unexcused Absence section of the attendance policy with initiation of an attendance contract. Further absence for illness may require validation of the illness from a physician, dentist, or the school nurse.
- b. After fifteen (15) tardies, additional interventions will be considered. These could include: referrals to building assistance teams or to other community support agencies, and/or conference with the building principal, teacher, counselor, parent or guardian and child to discuss the reason(s) and solutions for tardiness. Continued tardiness may result in immediate referral to procedures outlined in the truancy section of the attendance policy.

#### **Middle School Tardy Procedures (6-8 by quarter)**

All tardies to class present an obvious disruption for the student, the teacher and the members of the class and should therefore be avoided.

##### **Tardy to School**

- a. First Tardy: verbal warning
- b. Second Tardy: fifteen (15) minute after school detention; parent notification
- c. Third Tardy: thirty (30) minute after school detention; parent notification
- d. Fourth Tardy: forty-five (45) minute after school detention; parent notification
- e. Fifth Tardy: one (1) hour after school detention; parent notification
- f. Sixth and Succeeding Tardies: school suspension and/or student's accumulated tardy time made up on non-school day (Saturday school, in-service day, vacation day, or summer break); parent notification

##### **Tardy to Class**

- a. First Tardy: 30 minute detention
- b. Each additional Tardy: student will receive a thirty (30) minute detention

- c. Fifth and Succeeding Tardies: school suspension and/or student's accumulated tardy time made up on non-school day (in-service day, vacation day, or summer break); parent notification

#### **High School Tardy Procedures (9-12)**

All tardies to class present an obvious disruption for the student, the teacher and the members of the class and should therefore be avoided.

#### **EXCUSED TARDIES**

1. An excused tardy is subject to approval by the building administration for unavoidable lateness to class or for detention by school personnel.

TARDIES: Promptness to class is a positive learned behavior. All high School students are expected to be on time to all classes. When a staff member delays a student, the student should request a pass from that staff member to allow entry into class. An Unexcused tardy of more than five minutes is considered an absence.

Consequences for unexcused tardies per class

- First and second tardy consequence is assigned by the teacher
- Third tardy: equivalent of an unexcused absence. Consequences will be assigned by the teacher
- Fourth tardy: administrative referral. Saturday school may be assigned.
- Fifth tardy: administrative referral. Saturday school may be assigned.

### **III. APPEALS - Compulsory Attendance Administrative Rules and Procedures**

- A. Any time students or parents are concerned about the disposition of an attendance violation, they are encouraged to contact the teacher or building administrator for clarification.
- B. **Teacher's Decision**  
Students and parents wishing to have a review of a teacher's decision regarding tardiness, attendance, and make-up work rendered under the attendance policies of the school district may do so by filing a written request for review with the principal within five days after the teacher's decision was rendered. The principal will determine a mutually agreeable time, place, and date for the review and notify the student, parents and teacher accordingly. At the appointed time, the parties attending the review will meet to discuss the matter informally. Following the review, the principal shall affirm, reverse, or modify the teacher's decision.
- C. **Principal's Decision**  
Students, parents, and teachers may obtain a review of a principal's decision under the attendance policies of the school district by filing a written request for review within five days with the Superintendent. The Superintendent or designee will determine a mutually agreeable time, place and date for the review and notify the interested persons accordingly. At the conclusion of the review, the Superintendent or designee shall affirm, reverse, or modify the principal's decision.
- D. **Superintendent's Decision**  
Students, parents, and teachers may appeal the Superintendent's decision in a given case by filing a written request for review within five days with the Secretary of the Board of Education. The Board of Education may determine a mutually agreeable time, place, and date for the review and notify the interested persons accordingly. In cases where the disciplinary penalty for the unexcused absence is more than five days, the Board of Education may at its discretion determine whether to hear the appeal. At the conclusion of the review, the Board of Education shall affirm, reverse, or modify the Superintendent's decision.

These policies should pertain to all special education students except in those cases related to the handicapping condition(s) of the student.

Bettendorf Community School District  
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