

# Board Policy

Code No. 501.10R1

## TRUANCY - UNEXCUSED ABSENCE REGULATION

### Procedures for Unexcused Absences (Grade PK-5)

The sequence outlined below shall be followed when students in Grades K-5 violate this policy. Realizing that there are circumstances which require special procedures on an individual basis, the building administrator may vary from these procedures but must document for the records why a variation in procedure is made. The term "unexcused absence" means any nonattendance by the students from the assigned attendance center without permission of the building administrator/designee.

#### **1. After the first unexcused absence:**

- a. The parent(s)/guardian(s) will be notified and a conference shall be held with a building administrator/designee, teacher, and the student. The purpose of the conference will be to review the reasons for the unexcused absence and to prevent its reoccurrence. Further action, if determined necessary by the building administrator, could include any or all of the following:
  - 1) Conference with parents/guardians;
  - 2) Student may be assigned make-up time;
  - 3) Referral to a school counselor;
  - 4) Review of attendance regulations with the student and/or parents(s)/guardian(s);
  - 5) Other action deemed appropriate by the building administrator.

#### **2. After a second unexcused absence:**

- a. A conference shall be held with the building administrator/designee, teacher, counselor, parent(s)/guardian(s), and the student to review the reason for the unexcused absence(s). The purpose of the conference will be to determine further appropriate action.
- b. Written notification of the offense and the sanction imposed shall be sent to parent(s)/guardian(s) along with a statement which details attendance regulations, interventions, and proposed remediation of the problem.
- c. Further action may also include any or all of the following:
  - 1) Student may be assigned make-up time;
  - 2) Referral to a school counselor and/or Building Assistance Team (BAT);
  - 3) Other action deemed appropriate by the building administrator/designee.

#### **3. After the third unexcused absence:**

- a. A conference shall be held with the building administrator/designee, teacher, counselor, parent(s)/guardian(s), and the student to review the reason for the unexcused absence(s). The purpose of the conference will be to find the cause for the child's absence, to develop an attendance plan to assure that the child attends school, and to notify the parent(s)/guardian(s) that further unexcused absence may result in referral of the case to the County Attorney for mediation.
- b. Written notification of the offer and copy of the attendance plan shall be sent to parent(s)/guardian(s) by the building administrator with a copy sent to the Assistant Superintendent.
- c. Referral to school counselor and Building Assistance Team (BAT).  
In addition, further action may include:
  - 1) In-school suspension or make-up time;

- 2) Referral to community agencies such as: Bettendorf Police Department, Department of Human Services, etc.;
- 3) Possible referral to the County Attorney for mediation in accordance with Sections 299.59A of the Iowa Code;
- 4) Other action deemed appropriate by the building administrator/designee.

**4. After a fourth unexcused absence:**

- a. A conference shall be held with the building administrator/designee, teacher, counselor, parent(s)/guardian(s), and the student to review the reason(s) for the unexcused absences. The purpose of the conference will be to find the cause for the child's absence, determine alternatives to assure that the child attends school.
- b. Written notification of the offense shall be sent to parent(s)/guardian(s) with copies to the Assistant Superintendent
- c. A contract will be developed to remediate the unexcused absence attendance problem.
- d. Student may be assigned make-up time on in-school suspensions.
- e. Other action deemed appropriate by the building administrator/designee.

**5. After the fifth or succeeding absence:**

- a. A conference shall be held with the building administrator/designee, teacher, parent(s)/guardian(s), counselor, the County Attorney/designee, and student to review reason(s) for the unexcused absence.
- b. Referral to the County Attorney.
- c. Other action deemed appropriate by the building administrator/designee.

**Procedures for Unexcused Absences (Grades 6-8)**

The term "unexcused absence" means any non-attendance by the student without permission of the building administrator/designee.

The sequence outlined below shall be followed when students in Grades 6-8 violate this policy. Realizing that there are circumstances which require special procedures on an individual basis, the building administrator may vary from these procedures but must document for the records why a variation in procedure is made.

**1. First unexcused absence:**

- a. Contact parent(s)/guardian(s) to inform them of student absence and review attendance regulations.
- b. Make up missed work with all classroom teachers.
- c. Make up an equal amount of time truant after school or on non-school day.
- d. And/or other action(s) as deemed appropriate by administration.

**2. Second unexcused absence:**

- a. Contact parent(s)/guardian(s) to set conference with the building administrator, counselor, and student to review regulations, the reason for unexcused absences and determine further appropriate action.
- b. Make up missed work with all classroom teachers.
- c. Make up an equal amount of time truant after school or on non-school day.
- d. And/or other action(s) as deemed appropriate by administration.

**3. Third unexcused absence:**

- a. The building administrator will hold a conference with the parent(s) and/or guardian(s), and student to discuss the problem.
- b. Make up missed work with all classroom teachers.
- c. One (1) day In-School Suspension

- d. Develop a remedial contract signed by parent(s) and/or guardian(s), student, and school district representative.
- e. And/or other action(s) as deemed appropriate by administration.

**4. Fourth unexcused absence:**

- a. In-school suspension, not to exceed three (3) days.
- b. Make up missed work with all classroom teachers.
- c. Written notification to parents/guardian about contract violation.
- d. And/or other action(s) as deemed appropriate by administration.

**5. After the fifth or succeeding unexcused absence:**

If agreement is not reached in Step 4 above, or if the student does not follow through with the agreement, there may be a referral to the Scott County Attorney for prosecution under Section 299.6 of the Iowa Code.

**Procedures for Unexcused Absences (Grades 9-12)**

The sequence outlined below shall be followed when students in Grades 9-12 violate this policy.

**Unexcused Absences**

The following are examples of reasons that will be considered for unexcused absences or a truancy (absence for any reason not listed under excused absences).

- a. Absence without parent's knowledge or permission
- b. Failure to notify office of absence
- c. Off-campus without permission
- d. Transportation problems not verified by parents
- e. Work for parent or business
- f. Oversleeping
- g. A tardy of more than ten minutes that is unexcused
- h. The taking of senior pictures
- i. Providing child care
- j. Other avoidable absences

Generally, work missed because of an unexcused absence may be completed, but credit will not be granted. However, if the day or period of an unexcused absence or truancy was the due date for work that forms a major portion of the student's grade, such as a mid-term or final exam, a term paper or other significant project, the work can be handed in and credit will be given. However, the teacher may mark these projects down due to being late.

**Unexcused Absence Consequences**

After the first and second unexcused absence within a term, the administrator/teacher will hold a conference with the student to review the reasons for the absence. The parent(s)/guardian(s) will be notified in writing or by phone after the second unexcused absence and the resulting consequence.

**1. First and second unexcused absence:**

For one unexcused period, the classroom instructor will assign the student a consequence. Failure to comply with this consequence may result in a Saturday School, loss of student privileges (open lunch, open campus) and/or eligibility for extra-curricular activities. Student will also be required to attend study sessions. Parents will be notified of the absence by the high school attendance office with a tape-recorded message.

**2. Third and fourth unexcused absence:**

On the third and fourth unexcused absence, the student will meet with an administrator and a consequence, which may include but not be limited to Saturday School, will be assigned. The student will be required to attend all study sessions and student privileges may be revoked. A conference including the student, parent(s), teacher and administrator may also be scheduled to resolve the issues. An attendance contract may also be written. The attendance improvement contract could include, but is not limited to, the following actions for additional absences:

- a. Additional detention/quiet study or home suspension
- b. Loss of credit based upon truancy following the third unexcused absence per term
- c. Referral to the Scott County Attorney for truancy aged students
- d. Loss of driver's license based on Chapter 299 of the Iowa Code
- e. Referral to the Board of Directors recommending expulsion based upon truancy

**3. Fifth unexcused absence:**

A student may be removed from a class on the fifth unexcused absence with loss of credit and a final course grade of F. The student will be assigned to study hall for the remainder of the quarter.

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