

**CHRONIC ABSENTEEISM AND TRUANCY REGULATION**

Daily, punctual attendance is an integral part of the learning experience. The education that goes on in the classroom builds from day to day and absences can cause disruption in the educational progress of the absent student. Irregular attendance or tardiness by students not only limits their own studies, but also interferes with the progress of those students who are regular and prompt in attendance. Attendance is a shared responsibility that requires cooperation and communication among students, parents and the school.

This regulation is divided into two sections: Section I addresses legal requirements related to chronic absenteeism and truancy and Section II addresses additional academic, disciplinary and extracurricular consequences students face due to chronic absenteeism and truancy. It is important for students to recognize that chronic absenteeism and truancy impacts all these facets of their educational experience.

**SECTION I – Legal Requirements**

**Chronic Absenteeism**

When a student meets the threshold to be considered chronically absent (10%), the school official will send notice by mail or e-mail to the county attorney where the district’s central office is located. The school official will also notify the student, or if a minor, the student’s parent, guardian or legal or actual custodian via certified mail that includes information related to the student’s absences from school and the policies and disciplinary processes associated with additional absences.

*[Use italicized language below if the county attorney and the board agree to the number of absences that will lead to the threshold letter, and the italicized language must appear in the student handbook].*

*School officials will send notice when the student’s absences meet the threshold, but before the student is deemed chronically absent.*

**School Engagement Meeting**

If a student is absent from school for at least fifteen percent of the days in the grading period, the school official will attempt to find the cause of the absences and start and participate in a school engagement meeting. All of the following individuals must participate in the school engagement meeting:

- The student;
- The student’s parent, guardian or legal or actual custodian if the student is an unemancipated minor; and
- A school official.

The purpose of the meeting is to understand the reasons for the student’s absences and attempt to remove barriers to the student’s ongoing absences; and to create and sign an absenteeism prevention plan.

**Absenteeism Prevention Plan**

The absenteeism prevention plan will identify the causes of the student’s absences and the future

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responsibilities of each participant. The school official will contact the student and student's parent/guardian at least once per week for the remainder of the school year to monitor the performance of the student and the student's parent/guardian under the plan. If the student and student's parent/guardian do not attend the meeting, do not enter into a plan or violate the terms of the plan, the school official will notify the county attorney.

**SECTION II – Academic and Disciplinary Requirements**

*Students not meeting conditions of the Absenteeism plan will have supervised study hall, detention, early bird school, in-school suspension, or other appropriate disciplinary sanction.*

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