

MENOMINEE INDIAN SCHOOL DISTRICT

431-Rule

STUDENT ATTENDANCE PROCEDURES

A. School Personnel

1. The building principal or his/her designee at each of the District's schools is designated to deal with matters relating to school attendance and truancy.
2. The school personnel of each school shall determine daily which students enrolled in the school are absent from school and whether that absence is excused.
3. Annually, on or before August 1, each building principal shall determine how many students enrolled in their school were absent in the previous year and whether the absences were excused. This information will be submitted to the District Administrator, who shall notify the State Superintendent of the determination.
4. The school personnel may visit any place of employment in the District to ascertain whether any minors are employed there contrary to state law. Any cases of illegal employment shall be reported to the proper school officials and the department of workforce development.
5. The school personnel shall have access to information regarding the attendance of any child between ages six and 18 who is a resident of the District or who claims or is claimed to be in attendance at a private school located in the District.
6. The school personnel or designee may contact home-based private educational programs to attempt to discover whether such programs meet the program criteria established by law. All such contacts shall be documented.
7. The school personnel or designee shall furnish student attendance information to appropriate agencies for purposes authorized by state law and the Board's student records policy/procedures.

8. Responsibilities as They Relate to Truancy

- a. The school personnel in each school shall notify the parent or guardian of a student who has been truant of the student's truancy and direct the parent/guardian to return the student to school no later than the next day on which school is in session or to provide an excuse. The notice under this paragraph must be given before the end of the second school day after receiving a report of an unexcused absence, by personal contact, a telephone call of which a written record is kept, or by mail. Personal contact or a telephone call shall be attempted before notice by mail may be given.

"Truancy" means any absence of part or all of one or more days from school during which the school personnel, principal, or teacher has not been notified of the legal cause of such absence by the parent/guardian of the absent student, and also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law.

- b. The school personnel shall notify the parent/guardian of a student who is a habitual truant, by registered or certified mail, when the student initially becomes a habitual truant.

"Habitual truant" means a student who is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester.

The notice shall include all of the following:

- 1) A statement of the parent's/guardian's responsibility under state law to cause the student to attend school regularly.

- 2) A statement that the parent/guardian or student may request program or curriculum modifications for the student and that the student may be eligible for enrollment in a program for children at risk under state law.
- 3) A request that the parent/guardian meet with appropriate school personnel to discuss the student's truancy, which includes: the name of the school personnel with whom the parent/guardian should meet; the date, time and location of the meeting, including the room number; and the name, address and telephone number of a person to contact to arrange a different date, time or place.

The date for the meeting must be within five school days after the date that the habitual truancy notice has been sent to the student's parent/guardian. With the consent of the student's parent/guardian, however, the date for the meeting may be extended for an additional five school days.

- 4) A statement of the penalties that may be imposed under state law on the parent/guardian if he/she fails to cause the student to attend school regularly.

B. Student Absences

Regular attendance is a responsibility that should be shared by parents/guardians, student and school.

1. Parent-Excused Absences

Parents/guardians are authorized to excuse their child from school attendance for any reason, up to a maximum of 10 days in a school year, provided they notify the school in writing prior to the absence.

2. Principal-Excused Absences

The principal may excuse absences for the following reasons:

- a. illness; (maximum of 3 days for pediculosis)
 - b. quarantine by public health officer;
 - c. death in the immediate family;
 - d. family emergencies;
 - e. suspensions from school;
 - f. other reasons on a case-by-base basis.
3. Truancy includes absences of any sort which do not meet the criteria outlined in B-1 or B-2 above.
 4. Students who miss 15 or more days of school (excused or unexcused) may be required to provide a written medical excuse determined by the building principal.
 5. Students who miss 15 or more days of school requiring a written medical excuse are required to have an Attendance Prevention Plan on file in the principal's office. The intervention plan must include interventions, incentives, consequences and next steps.

C. Parent/Guardian Responsibilities

Parents/guardians are expected to provide a written explanation of a student's absence(s) in advance of the absence or upon the student's return to school.

D. Student Responsibilities

1. Students are required to attend all classes on their daily schedule, unless they have obtained approval by the building principal or the principal's designee and/or parent/guardian permission.
2. A senior student whose full day attendance is not required in meeting credit requirements for graduation may attend school on a shortened day. This agreement should be put into a written contract specifying times allowed on the school premises. The student is expected to provide his/her own transportation and should not be at any additional expense to the District.
3. Make-up Work

- a. Students excused from school by their parent prior to an absence are required to make up the work missed. Students shall make appropriate arrangements with the teacher(s).
- b. Students with other excused absences will be allowed a minimum of two class periods for each excused period missed to make up assignments and examinations.
- c. Students who are truant will be required to make up all work missed, including examinations, but will be allowed only one class period for make up. The classroom teacher may extend this for extenuating circumstances.

E. Teacher Responsibilities

1. Teachers are required to submit daily attendance reports to the school personnel on all students under their charge.
2. Teachers are required to emphasize the importance and necessity of good attendance. Classroom procedures and grading requirements will be developed which reflect the effect class attendance has on student progress. However, no student shall be denied credit in a course or subject solely because of his/her unexcused absence from school.

F. Procedures Toward Legal Referral

Before any proceeding may be brought against a student for habitual truancy or against his/her parent/guardian for failure to cause the student to attend school regularly, the school attendance officer must provide evidence that appropriate school personnel has, within the school year during which the truancy occurred, done all of the following:

1. Met with the student's parent/guardian to discuss the student's truancy or attempted to meet with the student's parent/guardian and received no response or were refused. This does not apply if the required parent/guardian meeting is not held within 10 school days after the date that the habitual truancy was sent.

2. Provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy, and has considered curriculum modifications possible within the current school program.
3. Evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, has taken steps to overcome the learning problems. The student need not be evaluated if tests administered to the student within the previous year indicate that the student is performing at his/her grade level.
4. Conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, taken appropriate action or made appropriate referrals to community agencies.

Items F-2, 3, and 4 above do not apply if the school attendance officer provides evidence that appropriate school personnel were unable to carry out the activity due to the student's absences from school.

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