

## **Hope School Attendance Policy**

### **Purpose**

To establish procedures and guidelines for implementing the Hope School Attendance Policy to be utilized by parents, students, school and/ or district staff.

### **Procedures**

#### **A. General Procedures**

1. All questions relating to the attendance policy are to be directed to Hope School.
2. Hope School will document attempts to notify parents of each absence. However, failure to successfully notify parents/ guardians shall NOT negate the attendance policy.
3. The 20-day attendance report signed by the teacher will be the final authority in determining the number of absences for each student.

#### **B. Tardies**

1. If a student is transported to school by means other than a school bus- a student who arrives to school after the scheduled beginning time of 8:00 am will be recorded as tardy for that day.
2. Students who have 5 tardies in a nine (9) week period will be referred to the principal or principal's designee for a child study team. The parent MUST attend this child study team meeting. The child study team, at this meeting, will address the tardies and will make an effort to work with the parent to ensure that the child is in attendance. Three or more unexcused tardies 6 weeks following the CST meeting will result in being referred to Truancy Court. If the child study team has to meet more

than two times per school year, any unexcused absence or tardy that follows the 2<sup>nd</sup> child study team meeting will automatically be referred to truancy.

3. The 20-day attendance report signed by the teacher will be the final authority in determining the number of tardies for each student. However, it is the right of the school principal to excuse any student from any consequences arising from recorded tardies.
4. Tardies and absences are all part of the Jackson County Attendance Policy, therefore, all attendance will be transferred along with other school records.

### C. Absences

#### Excused Absence

Excused Absences will be given for the following reasons:

- Religious instruction and / or religious holidays
- Sickness, injury, or other medical condition
- Other academic classes or programs
- School leave - school approved trips such as instructional field trips, club events, athletics, etc.
- Educational trips - when requested by parents, trips for educational purposes may be granted.
- Pre-approved absences – absences from school approved by administration prior to occurrence
- Funerals
- Legal reason (documentation must be provided).

A parent note, parent phone call or doctor note will be accepted for any four (4) absences during a nine (9) week period. Students may have four (4) excused absences during a 9-week period. Any other absences, after the fourth absence, will only be excused with a note from a doctor, dentist, or funeral program of an immediate family member, religious holiday or documentation for a legal reason. Students **MUST**

bring a written excuse to explain their absence. Failure to provide a note will result in an unexcused absence. Students **MUST** turn in excuse notes to the teacher within three (3) days after an absence. Excuse notes brought in after three days will not be accepted. After four unexcused absences in a 9-week period a child study team meeting will be held. If the problem with absences continues, there will be a referral to Truancy.

#### D. Child Study Team Attendance Conference

The child study team shall implement intervention that best address the attendance problems. These may include, but not limited to:

- a. frequent communication between the teacher and the family
- b. changes in the learning environment
- c. mentoring
- d. student counseling
- e. tutoring, including peer tutoring
- f. placement into different classes
- g. evaluation for alternative education program<sup>8</sup>
- h. attendance contracts
- i. referral to other agencies for family services
- j. other intervention, including, but not limited to a truancy petition pursuant to s.984.151

The child study team shall work diligently in facilitating the intervention services, however, if a parent refuses to attend the child study team meeting, the child/ parent will be referred to Truancy Court.

#### E. Enforcement

If the child study team efforts are unsuccessful in resolving the truancy/ absence the Superintendent shall institute a criminal prosecution against the parent once the child becomes habitually truant under state law.

The Superintendent or his designee may file a Truancy petition referring the child/parent to Truancy Court and/or refer to Children and Family Services for reduction in cash assistance.

\*\*\*Medically Fragile Clause – if your child is documented as “medically fragile” with documentation provided by a medical physician, absences will be reviewed, on a case by case basis, by the principal or principal’s designee. A determination will be made if the absence will be considered Excused or Unexcused.

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