

CHAPTER 5.00 – STUDENTS

STUDENT ATTENDANCE

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The Daleville City Board of Education and its employees believe that regular attendance is necessary for each student to attain his/her maximum level of educational achievement. Regular attendance by students facilitates the development of skills necessary to attain success and function in a positive manner in our current mobile and democratic society. With this in mind, the Board seeks to promote regular school attendance by enforcing the Alabama Compulsory Attendance Law. In compliance with Alabama Law, the prompt and regular attendance of students that exhibit proper conduct is of high priority. Parents/guardians will be held responsible and liable, according to Alabama Law, for the student's non-attendance (Ala. Code 12-15-102) or improper conduct.

The Board further states, that teachers and other applicable personnel shall maintain accurate daily attendance records in accordance with Alabama Law, State Board of Education policies, State Department of Education guidelines, and local Board policy.

ABSENTEEISM

Class: A student is considered absent if he/she misses more than 50% of the regularly scheduled class time. Exceptions would consist of but not limited to: students involved in a school sponsored meeting, or is involved in a school sponsored activity that is taking place off campus for a portion of the class period.

School Day: A student is considered absent for the day if he/she misses more than 50% of the regular school day. Exceptions would consist of but not limited to: students involved in a school sponsored meeting, or is involved in a school activity that is taking place off campus for more than 50% of the regularly scheduled school day.

Students will not be marked absent for attendance on school-sponsored field trips.

ABSENCE CODES

Students and parents are reminded that all children between the ages of seven and seventeen years of age are required by Alabama Law to attend school. (Senate Bill 334 passed 5/18/09) The Attendance Officer will maintain a record of attendance, which may be used by the principal, or Attendance Officer to enforce the Compulsory School Attendance Law. The following coding system is used for Daleville City Schools:

- I. **Doctor or Administrative Excuse:** An administrative excuse will need to be secured from the Principal in advance of the absence. Missed class work may be made up.

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- II. Acceptable WRITTEN Parent Excuse: Excused absences due to illness, inclement weather, legal quarantine, or death in immediate family. Missed class work may be made up.
- III. Unexcused: Absences due to work, truancy, or parental neglect. Graded class work, projects, reports, and exams missed due to unexcused absences may not be made up.

Every student MUST supply appropriate school personnel with an acceptable written excuse signed by his/her parent/guardian within three days of returning to school. Failure to do so will result in the absence/absences being marked UNEXCUSED.

ACCEPTABLE EXCUSED ABSENCES

Absences for the following reasons will be considered excused:

- I. Illness
- II. Death in the immediate family
- III. Inclement weather, as determined by the superintendent and/or principal
- IV. Legal reasons
- V. Emergency conditions as determined by the superintendent and/or principal
- VI. Prior permission of the principal

This list is not considered an all-inclusive list. Other situations may arise that the principal and/or superintendent may choose to excuse. Permission should, however be secured in advance of the absence.

EXCESSIVE ABSENCES

For purposes of clarification, excessive absences shall be defined as those absences in excess of reasonable and allowable standards listed below:

Grades K-6: Excused absences in excess of 20 for a given school year.

Grades 7-12: Excused absences in excess of 8 per semester.

PROCEDURE DALEVILLE HIGH SCHOOL

- I. After the third absence, the Attendance Officer and/or Principal shall contact the parent/guardian by letter and/or phone call to inquire as to the nature of the absence and explain to the parent/guardian the Daleville City

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Schools Attendance Policy. The Attendance Officer and/or Principal will document the parental contact for future reference.

- II. After the fifth absence the parent/guardian will be contacted by letter by the Attendance Officer and/or Principal inviting them to attend an attendance committee meeting to explain any extenuating circumstances as to the nature of the absence. The committee will consist of the Principal, Attendance Officer, Counselor, and any other applicable personnel that the principal feels is necessary. The parent/guardian will be made aware of any further sanctions that may take place if the current absence trend continues.
- III. Absences that exceed the allowable number will result in the possibility of any one or more of the following:
 - a. Disciplinary action may be assigned by the school administration in accordance with disciplinary policy.
 - b. Petition to Early Warning Court
 - c. Meeting to determine grade reduction or grade retention. The principal will make the decision in regards to this sanction. The parent/guardian has the right to appeal this decision to the Superintendent.

UNEXCUSED ABSENCES

EARLY WARNING TRUANCY PREVENTION PROGRAM

The following procedures for handling truanancies for children enrolled in school shall be uniformly administered throughout Daleville City Schools.

Truancy is defined as: A parent, guardian, or other person having charge of any child officially enrolled in Alabama Public Schools (K-12) shall explain in writing the cause of any and every absence of the child no later than three (3) school days following return to school. A failure to furnish such explanation shall be evidence of the child being truant each day he/she is absent. The child shall also be deemed truant for any absence determined by the principal to be unexcused based upon the State Department of Education's current School Attendance Manual. Seven unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the court. The Interagency Committee on Youth Truancy Task Force recommendations known as Early Warning Truancy Prevention Program timeline for reporting truancy shall define the truancy status of any student as follows:

- I. First truancy/unexcused absence (warning)
 - a. The school principal or attendance officer shall notify parent/guardian that the student was truant and the date of the truancy.
 - b. Parent/guardian shall also be provided with a copy of Alabama's Compulsory Attendance Laws and be advised of the penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur.

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- II. Fifth unexcused absence (conference)
 - a. The parent, guardian, or person having control of the child shall:
 - 1. Attend a conference with the attendance officer and principal and/or participate in the early warning program provided by the juvenile courts.
 - 2. Attendance at one of these conferences shall be mandatory except where prior arrangements have been made or an emergency exists.
 - 3. Failure to appear at the school conference and/or at the early warning program shall result in the filing of a complaint/petition against the parent under Code of Alabama 1975, 16-28-12(c) (failure to cooperate), or truancy against the child, whichever is appropriate.
- III. Seventh unexcused absence (court)
 - a. File complaint against the parent or child within 10 school days.
 - b. File complaint/petition against the child and/or parent/guardian, if appropriate.

TARDY

Tardies to school or to class decrease the student's mandatory amount of instructional time set forth by the Alabama State Board of Education and will not be tolerated. Teachers will document each tardy and on the third unexcused tardy, per semester, will assign the student two days of after school detention. Subsequent unexcused tardies will result in a referral to the assistant principal. Any one or more of the following sanctions will take place:

- I. In School Suspension
 - a. 4th Tardy 1 Day
 - b. 5th Tardy 2 Days
 - c. 6th Tardy 3 Days and/or one or more of the following sanctions:
 - 1. Referral to DHR
 - 2. Referral to Early Warning Court
 - 3. Petition/Complaint with Dale County Juvenile Court
- II. Possible grade reduction and/or denial of credit for the class missed.

Tardies will be considered excused with a valid doctor's excuse or valid written parental note explaining the nature of the tardy. The excuse will need to be presented to school personnel at the time the student is checking in to school. Non-compliance will result in the tardy being coded unexcused. Excessive excused tardies or excessive unexcused tardies of a questionable nature may result in any one or more of the following sanctions:

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1. Grade reduction or denial of credit for class missed.
2. Parent/guardian will be contacted by the principal or attendance officer to inquire as to the nature of the excessive excused tardies. These contacts will be documented for future reference.
3. Parent/guardian will be invited, by the principal and/or attendance officer, to a meeting with the attendance committee to explain any extenuating circumstances resulting in excessive tardies.
4. Non-attendance at the attendance committee meeting may result in referral to Early Warning Court.

STATUTORY AUTHORITY:

CODE OF ALABAMA
16-1-30

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-11-9, 16-28-3, 16-28-4,
16-28-6, 16-28-12, 16-28-16, 16-28-40**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: October 18, 2006
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FORMERLY: NEW**