

Edmore School District Policies

REQUIRED

Descriptor Code: FFB

ATTENDANCE & ABSENCES

The **Edmore Public School** believes that regular school attendance is the joint responsibility of the student and their parent(s) or guardian(s), and it is essential for student success in school. The District shall abide with compulsory attendance requirements in state law for students ages seven through sixteen. In order to comply with and enforce these requirements, the Board establishes the following attendance policy.

Definitions

For purposes of compulsory attendance reporting under NDCC 15.1-20-02.1 (1-2):

- *Excused absence* is an absence that the District will not use in determining if a compulsory attendance violation occurred. Any absence may be excused if it is supported by either a verbal or written excuse supplied by the student's parent/guardian, teacher, or school administrator.

Examples of an excused absence may include illness, injury, family emergency, religious observance or instruction, suspension, participation in a school-related activity, court appearances when subpoenaed, or other reasons deemed necessary and justifiable by the principal or Superintendent.

- *Unexcused absence* is any absence not supported by the verbal or written excuse required for an excused absence, and shall count in determining when a compulsory attendance violation occurred. If a student is absent for an unexcused reason, the parent/guardian is responsible for promptly calling the principal's office to explain the absence, and the student shall be subject to the consequences contained in the Absences section of this policy.

Examples of an unexcused absence may include, but are not limited to, truancy, oversleeping, routine errands, car trouble, haircuts, beauty shop appointments, car maintenance and repair, senior picture appointments, and any undeclared absences.

Documentation Requirements

School administration may require documentation to verify an excused absence, including, but not limited to:

1. Medical documentation from an appropriate licensed healthcare provider;
2. A copy of a court summons or subpoena;
3. An obituary for funeral leave;
4. Verification of planned or executed family travel (e.g., a boarding pass);
5. A request from an official at the student's place of worship; or
6. A request for an absence due to a curricular or extracurricular event submitted by the student's teacher, coach, or extracurricular advisor.

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Compulsory Attendance Violations

North Dakota law defines what constitutes a compulsory attendance violation. Suspected violations of the compulsory attendance law shall be reported to school administration and investigated in accordance with law. When a compulsory attendance violation is substantiated, the District shall comply with law enforcement reporting requirements under law.

Absences

The Board recognizes that prompt, regular attendance is extremely important. Absenteeism not only adversely affects the learning process of a student but also may impede their normal progression through the grades. The Board expects each student to attend all scheduled classes and daily activities except when a school administrator has excused a student.

The Superintendent or designee shall establish criteria for requesting and granting approved absences, make-up work requirements, and parental notification processes for students with accumulated absences.

Students shall be subject to **academic** sanctions due to unexcused absences. **Accumulated absences may result in academic consequences.**

To be considered for grade promotion or the granting of credit in a class, a student shall have accumulated no more than 3 unexcused absences per class per semester or 8 total absences per semester. (This standard is to be pro-rated to apply to semester and quarter classes.)

- Students in grades kindergarten – 6th grade whose poor attendance has caused a notable deficiency in learning may be retained at their present grade level if, in the judgment of the building principal, such action is advantageous to the student. This decision is made after consultation with the teacher(s) and the parent (s) during the last month of the school year.*
- Accumulated absences that exceed the standard for students in grades 7-12 will require that those days be made up before credit or promotion can be awarded.*
- Building administration are granted the right to make exceptions to this minimum attendance standard in extra-ordinary cases.*
- Suspension will not count as an unexcused absence for purposes of determining the number of unexcused absences to be considered for credit.*

Dissemination

This policy shall be published in all student handbooks **and distributed to parents annually.**

Complementing NDSBA Templates (may contain items not adopted by the Board)

- FFB-E, Accumulated Absence Letter to Parents
- FGDB, Student Handbooks

End of Edmore Policy FFB..... Adopted: 11/13/2012
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