

MUSCATINE COMMUNITY SCHOOL DISTRICT BOARD POLICY

501.2(R1) ATTENDANCE - TRUANCY - UNEXCUSED ABSENCES - Administrative Regulations

1. Absences

- a. Parents are expected to notify the school prior to 9 a.m. regarding a student's absence on the day of the absence.
 - i. Students absent from school for any reason may be required by the school to submit a written explanation or specific reason for their absence, the specific days of times they were absent, verification by the doctor or dentist where appropriate, and a signature of the parent.
- b. Acceptable reasons for a student's absence from school are limited to the following:
 - i. religious observances;
 - ii. extended illness, hospitalization or doctor's care;
 1. parents/guardians of students that are absent due to extended health issues and/or hospitalization, should contact their school administrator to discuss the best options for making up missed work and determining what support will be best for the student.
 - iii. medical appointments that cannot be scheduled outside of the school day;
 - iv. death in the family or family emergency; and
 - v. court appearance or other legal situation beyond the control of the family.
- c. Classes missed because of attendance at a school-sponsored trip or activity will not be considered an absence. However, the student will be required to make up the work missed.
- d. Suspensions from class *either* in-school suspensions or out-of-school suspensions will be treated as school-initiated student absences and will not count toward the days absent. However, the student will be required to make up the work missed.
- e. Schoolwork missed because of absences must be made up within the satisfaction of the teachers involved. All school work must be made up within the number of school days missed plus one. The time allowed for make-up work may be extended at the discretion of the classroom teacher.
- f. It is the parent/guardian's responsibility to provide a 5-day notification to their child's school when going on vacation or out-of-town trips. Satisfactory homework arrangements must be made with the classroom teacher at the time of notification.

2. Tardiness

- a. A student is tardy when the student initially appears in the assigned area any time after the designated starting time.
- b. All incidents of class tardiness will be the responsibility of the teacher. Teachers will emphasize the importance of being on time and explain the classroom rules and procedures for tardies. The tardy sanctions should be consistently applied and sequential. Sanctions may include but are not limited to, warning, assigned detention, parent contact, and referral to the truancy officer or county attorney.
- c. Muscatine High School Tardy Guidelines

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- i. Tardy Sweeps will be conducted at unannounced times. Any student caught in a tardy sweep without a pass will serve 1 lunch detention.
- ii. At 5 tardies: student is contacted by teacher for conversation and parent contact.
- iii. At 10 tardies: student is contacted by counselor and parent contact.
- iv. At 15 tardies: student is contacted by administrator and given a warning about not being a student in good standing and parent contact.
- v. At 20 tardies: Student is no longer in good standing and will develop a plan to improve in order to regain the ability to be in good standing.
 1. A student who is not in good standing may have privileges removed from them, such as attendance and participation in building activities, like dances and assemblies.

3. Truancy

- a. A student is truant when the student is absent from school or an assigned class or classes without school permission.
- b. Work missed because of truancy must be made up the same as work for all other absences.
- c. Incidents of truancy will be recorded as part of a student's attendance record and will count toward the absences per semester. The building administrator will also determine what, if any, disciplinary action is appropriate including, but not limited to, warning, detention, in-school suspension, or administrative referral.
- d. Muscatine High School Skipping Guidelines:
 - i. Students extremely late to class without a pass (15 min or more) or avoiding class all together will be counted unexcused for that class period.
 - ii. At 3 Unexcused absences for skipping, teacher meeting and parent contact.
 - iii. At 5 unexcused absences for skipping, the student will be contacted by a counselor and parent contact, lunch detention.
 - iv. At 10 unexcused absences for skipping: Principal warning of not being in Good Standing, half day ISS (In School Suspension) Assigned
 - v. At 15 unexcused absences for skipping Student is not in Good Standing, student will develop a plan for Good Standing, student at-risk of being dropped from class.

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MCS D K-12 ABSENCE PROCEDURES	
Days Absent	Procedure
5 Days	Parent Contact 1st Attendance Letter
9 Days	Parent Meeting 2nd Attendance Letter
12 Days	Home Visit 3rd Attendance Letter
15 Days	County Attorney Attendance Letter
20 Days	School Resource Officer Arrests Parent/Guardian The County Attorney will set up Mediation, Fine or Incarcerate the Parent/Guardian.
<p><i>The state does not differentiate between excused and unexcused absences. However, administration will use discretion when pursuing truancy charges on a case by case basis.</i></p>	

4. Student Appeal (Due Process) for Credit Procedure:

- a. The administration will send a formal written notice informing the parent/guardian of the drop status.
- b. The administration will have copies of the appeal form available for students.
- c. Students have 5 school days from the time they receive the verbal notice of exceeding the policy to submit a written request for appeal to the building administration.
- d. Students will have the opportunity to explain and validate their attendance record on the remainder of the form, which then must be signed by the student and a parent/guardian.
- e. The student will return the form to the high school principal's office prior to, or on the due date for the principal's consideration.
- f. When the appeal form has been appropriately completed, the high school principal will review it, make a decision, and will notify the student within a reasonable time frame.
- g. The principal or designee will review all student appeal decisions.
- h. If the appeal is accepted, the student will be reinstated to the class.