

<b>VALLEY CITY PUBLIC SCHOOL DISTRICT #2</b>  <b>VALLEY CITY, NORTH DAKOTA 58072</b>  <b>ATTENDANCE &amp; ABSENCES</b>	<b>Descriptor Code</b> <b>FFB</b>	<b>1<sup>st</sup> Reading</b> <b>11/15/17</b>
	<b>Adopted</b> <b>11/15/19</b>	<b>Revised</b> <b>09/22/22</b>

## **FFB**

### **ATTENDANCE & ABSENCES**

The Valley City School District 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 by 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:

#### **Section I: 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.
  - ***Unexcused absence*** is any absence not supported by the verbal or written excuse required for an excused absence.
- For the purposes of imposing academic or disciplinary sanctions under Section III of this policy as authorized by NDCC 15.1-20-02.1 (3)
- ☐ ***Approved absence*** is an absence that the District believes is necessary and/or unavoidable and has received administrative approval. Necessary and/or unavoidable absences may be caused by 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/or unavoidable by the Building Principal or Superintendent. Students granted approved absences shall not be subject to the consequences contained in Section III of this policy. The Superintendent or designee shall develop criteria for requesting and granting an approved absence and shall establish make-up work requirements.
- ☐ ***Unapproved absence*** is defined as an absence that does not meet the above criteria for approved absences. If a student is absent for an unapproved reason, the parent/guardian shall still be responsible for calling the Principal's office to explain the absence, and the student will be subject to the consequences contained in Section III of this policy.

## **Section II: Documentation Requirements**

School administration may require applicable documentation to verify an excused or approved 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;
6. A request for an absence due to a curricular or extracurricular event submitted by the student's teacher, coach, or extracurricular advisor.

## **Section III: Accumulated Unapproved Absences**

**Disciplinary Sanctions:** The Board believes that unapproved absences are a form of misconduct and authorizes the Administration to establish grade-appropriate disciplinary consequences. Students will be afforded appropriate due process rights based on the severity of the disciplinary penalty that the District is considering imposing. Students shall be required to complete make-up work in accordance with administrative regulations or will receive no credit for incomplete work. If a student has continual unapproved absences or tardy the Administration may decide to not allow make-up work and thus no credit would be given for the missed assignment.

## **Section IV: Number of Days Absent/Possible Academic Consequences**

To be considered for grade promotion or the granting of credit in a class, a student shall have accumulated no more than 20 absences. (This standard is to be pro-rated to apply to semester and quarter classes: 10 days for a semester class and 5 days for a quarter class.)

1. Students in grades kindergarten-6<sup>th</sup> grade, whose poor attendance has caused a notable deficiency in learning, shall be retained at the 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.
2. Building administrators are granted the right to make exceptions to this minimum attendance standard in extra-ordinary cases.

## **Section V: 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. If a student receives three consecutive, full days of unexcused absences per semester, 6 half days per semester, or 21 class periods, the school must report the matter to local law enforcement. Truancy procedures are established by each Building Principal and are located in our student handbooks.

## Complementing

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