

## **ATTENDANCE**

For the purpose of this policy, the Lead-Deadwood School District places all student absences into one of three categories, limited, unlimited, and student unaccounted for. It is the parents' responsibility to contact the school when a student is absent, whether the absence falls in the limited or unlimited category.

### **Unlimited Absences**

The Lead Deadwood School District recognizes and grants unlimited absences for the following reasons:

1. Illness or injury with a doctor's excuse, in which a doctor or mid-level provider recommends that the student does not attend school
2. Family emergencies, such as a death, serious injury, etc.
3. Participation in school-sponsored activities
4. Other reasons at administrator's discretion – examples include special circumstances with prior approval

### **Limited Absences**

Students will be allowed 10 limited absences (from any given class or cumulative whole days) per semester that can be excused by a parent or guardian for reasons such as illness, appointments, or other reasons at parent or guardian discretion. The district will follow the procedure below in tracking and communicating with families regarding limited absences.

- After 5 limited absences in a semester, a letter will be sent home reminding parents of our attendance policy, their statutory obligation, and the school's obligation to report truancy.
- After 8 limited absences in a semester, a follow-up phone call will be made to the parents.
- Any absences beyond 10 limited absences will be treated as truant, and a truancy ticket may be issued. Prior to issuing a truancy ticket, the district will set up a meeting with the parent or guardian to discuss steps forward, including strategies to assist the family with attendance, any extenuating circumstances, and whether a truancy ticket is appropriate. If the parent or guardian refuses the meeting or delays the meeting unreasonably, the district will issue a truancy ticket without further discussion.

### **Students Unaccounted For**

These procedures apply to situations in which a student's whereabouts are unknown, or if a student is skipping. When a student's whereabouts are unknown, safety is the first concern, so the school will aggressively seek the student out.

- Immediately upon finding that a student is unaccounted for, the school secretary, principal, school resource office, or superintendent will attempt to contact the parents by phone.
- When the student is located or returns to school, he or she will face grade-level appropriate consequences consistent with district discipline policies.

### **Tardiness**

Tardy policies for each school building will be outlined in the building handbook and will vary from elementary to middle school and high school. Handbook policies carry the same authority as district policy.

**Adopted: December 12, 2006**

**Revised: July 12, 2011**

**Revised: October 8, 2019**

**Revised: December 15, 2022**

**Revised: June 13, 2023**