

Students

Series 500

Policy Title Attendance Regulations

Code No. 501.3-E2

The Marshalltown Community School District believes there is a clear and direct connection between school attendance and student learning. We believe that school attendance is first the parents' responsibility. We believe the school district should do everything we can to work with families to assure the regular attendance of our students. Our goal is student success, and regular attendance at school is important to achieving that goal.

Changes in school attendance can signal or be symptomatic of other problems. It is important that the school carefully monitor student attendance to identify problems and to intervene early. When an attendance problem is identified, the school and home must work together to analyze the problem and develop a plan to address the issues contributing to poor school attendance. To be successful, parents and everyone at school – administrators, teachers, nurses, counselor(s), other support staff – must see themselves as part of the effort.

A. Attendance

In accordance with Iowa law, it is the parent's responsibility to ensure their student attends school (Code of Iowa, Chapter 299). The school will determine whether the absence is considered an excused or unexcused absence.

B. Absences

1. Parent(s)/Guardian(s) are expected to notify the school regarding a student's absence on the day of the absence. An absence must be reported within 24 hours

of the date of absence. Any absence not properly reported by phone or note will be considered an unexcused absence. As a measure of safety, the building will attempt to contact the parent if the child does not appear at school.

2.—Reasons for a student’s absences may include:

- a. Documented chronic or extended illness and hospitalization;
- b. Documented medical or dental absence (it is expected that recurring appointments such as but not limited to orthodontia and dermatology, etc., will be scheduled outside of school hours);
- c. Death or serious illness in the immediate family or household;
- d. Suspension from school;
- e. Religious holidays requiring absence from school;
- f. Prior approval or notification of court appearances or other legal proceedings beyond the control of the family;
- g. Classes missed because of attendance at a school-sponsored trip or activity;
- h. Other verified emergency as approved by the building administrator;
- i. The school does not condone—students being absent from school for family trips, and encourages parents to arrange such trips to coincide with school vacation time.
 - Advance notice must be given to the school by direct communication from the parents or head of household at least five (5) school days before the absence.
 - All school work must be made up in advance, or arrangements made to

make up the work, to the satisfaction of the teachers involved.

3. Schoolwork missed because of absence must be made up. Students will be given two (2) days for each day missed to make-up work. Make-up time may not exceed six (6) school days following the student's return. The time allowed for make-up work may be extended at the discretion of the classroom teacher. Full credit will be given for schoolwork made up because of absences.
4. An absent student not meeting the provisions required to have an excused absence will have an unexcused absence. Make-up work and assignments may be obtained and submitted within three (3) days of returning to school. If unexcused absences become excessive each child's case will be reviewed for intervention.
- 5.–Days of family trips greater than five (5) consecutive days will be considered unexcused.
- 6.– Nine (9) consecutive days of unexcused absence will result in a child being unenrolled. Parents or guardians will be notified of these actions.— This notification will be sent to the last known address or contact information.

C. Truancy

1. Truancy is a student's absence from school or class without parent(s)/guardian(s) and/or school permission. Such absences are considered unexcused.

D. Excessive Absence

Excessive absenteeism will be reviewed and could result in the student being recommended for retention.

1. Excessive absence is any absence beyond the district policy of sixteen (16) allowable absences. Any absence by a student over sixteen (16) or days will be

considered excessive and in violation of the student attendance policy. The parent(s)/guardian(s) may be subject to prosecution under the Iowa State Code Chapter 299.

2. The following provides guidance, which may be followed when students have excessive absences:
 - a. When a student has been absent from school four (4) days during a given quarter, the parent(s)/guardian(s) may be contacted via telephone and/or regular mail regarding the student's absence record.
 - b. When a student has been absent from school four (4) days during a quarter, interventions shall be implemented. Interventions may include: home visits, attendance contract, letters, requests for required medicals, and a School Attendance Review Committee (SARC) hearing which includes meeting with the building administrator.
 - c. When a student has been absent from school for eight (8) or more days per school year, the parent(s)/guardian(s) may be contacted via mail and a required meeting may be scheduled with the SARC to develop an intervention plan to improve the attendance of the student.
 - d. Failure to improve attendance per the identified plan will result in a required parent meeting with building administration and the district truancy officer or his/her designee.
 - e. Final Referral: If attendance does not consistently improve, a letter will be sent to the county attorney with documentation of nonattendance by the student. Referral to the county attorney will be based only on excessive

absences.

- f. SARC: Members of the SARC may include teachers, counselors, nurse, administrator(s), social workers, AEA personnel, Juvenile Court Officers, district administration. Students served under an IEP must be represented through their case coordinator.

E. Activity Absences

A student present as a participant at a sanctioned school activity will not be considered absent. While the student is not counted absent, it should be noted that it is the responsibility of the student to arrange for any make-up work. (See section B3)

F. Tardy Procedure

A tardy is defined as not being on time to school or class. Because a tardy constitutes a class disruption, each will be treated as a violation of the attendance regulations.

a. PK-6

Tardy to class refers to the student not being in the classroom when the bell rings.

1. A student who is tardy five (5) or more times—will receive written notification from the building administrator and/or designee and may be referred for interventions.
2. When a student has ten (10) or more tardies a meeting will be scheduled with the classroom teacher, administrator, parent and/or counselor. An attendance plan will be developed and monitored daily.

b. Middle School and High School

The following guidelines will be applied to any period of attendance for a student:

1. Any student who arrives late to school, must report to the attendance office

upon entry to school.

2. Consequences related to tardies in a specific class will be the responsibility of the teacher. These consequences will be approved by administration and presented to students at the start of each semester.

G. Grievance

Any action taken under this administrative regulation at the building level may be grieved under the terms and provisions of the Complaints and Grievances (502.4)

Adopted: Fall, 1969

Legal Reference: (Code of Iowa)

Reviewed: November 3, 2008
October 7, 2013

Iowa Code §§ 259A; 279.10-.11; 299.1
(1991).

Iowa Code § 299B (Iowa Acts 1991).

Amended: May 10, 1993
April 8, 1996
August 9, 1999
November 17, 2008
May 4, 2009
December 18, 2017

Cross Reference: 501.8 Competent Private Instruction
501.9 Procedures
501.11 Student Transfers In
503.8 Honors and Awards