

1. School Attendance Officer

- a. The principal/designee shall serve as the school attendance officer for the Richmond School District. The school attendance officer shall deal with all matters relating to school attendance and truancy.
- b. The school attendance officer shall determine daily which students enrolled in the school are absent from school and whether their absences are excused or unexcused (truant).
- c. Reasonable and appropriate attempts will be made to notify the parent(s)/guardian(s) of a student's attendance patterns or attendance concerns. Reasonable and appropriate attempts will also be made to notify the parent(s)/guardian(s) of a student's truancy as outlined below and direct the parent(s)/guardians(s) to return the student to school no later than the next day on which school is in session or to provide an excuse for the student's absence.
- d. The school attendance officer or designee shall furnish student attendance information to designated agencies for purposes authorized by state law and by the Board of Education's student records policy/procedures.

2. Student Absences

Richmond School District defines a full-day absence as an absence for the total amount of time for which an individual student is scheduled. A half-day absence is defined as an absence for one or more class periods in a day.

Excused Absences

The school attendance officer is authorized to approve and excuse an absence for any student for the following reasons:

- a. Evidence that the student is not in proper physical or mental condition to attend school or an educational program.
- b. An emergency in the family or other crisis that requires the absence of the student because of family responsibilities.
- c. A death in the immediate family or funerals for relatives or close friends.
- d. Religious holiday(s).
- e. A quarantine imposed by a public health officer.
- f. Absence from school during a period of suspension or expulsion.
- g. Approved school activities during class time.
- h. Special circumstances that show good cause and which are approved by the school attendance officer.

The school attendance officer may at any time request the parent(s)/guardian(s) to provide written explanation for the absence, or request that a written statement from a physician or licensed practitioner be obtained as proof of the physical or mental condition of the student. Medical excuses must state the period of time, not to exceed 30 days, for which they are valid.

Any student excused in writing by his/her parent(s)/guardian(s) **prior to** an absence (pre-arranged absence) will be excused by the school attendance officer. A student may be excused by the parent(s)/guardian(s) under this provision for not more than 10 days in the school year. Examples may include, but are not limited to:

- a. Medical/dental appointments that cannot be scheduled outside of the school day.
- b. A court appearance or other legal procedure that requires the student's presence.
- c. Attendance at special events of educational value, i.e. job shadowing, career fairs.

Unexcused Absences (Tardy)

A student is considered "tardy" if he/she is late for any part of the first class period. All tardies will be considered unexcused, unless approved by the school attendance officer. Parents will be notified when a student has accrued five (5) tardies within any quarter. Notices shall be made by personal contact, telephone call, or mail of which a written record is kept. Notice by personal contact or telephone shall be attempted prior to notice by mail. At the fifth tardy, the student will be subject to disciplinary action, including after-school and/or Saturday detention.

Unexcused Absences (Truancy)

A student is considered “truant” if he/she is absent from part or all of one or more school days during which the school has not been notified of the legal cause of such absence by the parent(s)/guardian(s). Parent(s)/guardians(s) shall be notified when a student has an unexcused absence(s). Notices shall be made by personal contact, telephone call, or mail of which a written record is kept. Notice by personal contact or telephone shall be attempted prior to notice by mail. An unexcused absence from school will result in disciplinary action, including after-school and Saturday detention.

Truancy-Related Criteria

An open enrollment application may be denied if the student has been habitually truant during any semester of attendance at Richmond school in the current or previous school year. Once enrolled as an open enrollment student, if a nonresident student is habitually truant from the District during either semester in the current school year, the District may prohibit the student from attending school in the District under the full-time open enrollment program beginning in the succeeding semester or school year.

Habitual Truancy

A student is considered a “habitual truant” if he/she is absent from school without an acceptable excuse for all or part of five or more days on which school is held during a semester. The parent(s)/guardian(s) of a student who is a habitual truant shall be notified by certified or registered mail when the student initially becomes a habitual truant. The notice shall include the following:

- a. A statement of the parent’s(s’)/guardian’s(s’) responsibilities under state law to cause the student to attend school regularly.
- b. A statement that the parent(s)/guardian(s) may request program or curriculum modifications for the student.
- c. A request that the parent(s)/guardian(s) meet with appropriate personnel to discuss the student’s truancy. The notice must include the name of the school personnel with whom the parent(s)/guardian(s) should meet, a date, time, and place for the meeting, and the name and telephone number of a person to contact to arrange a different date, time, or place. The date for the meeting must be within five school days after the date that the habitual truancy notice has been sent to the student’s parent(s)/guardian(s). The date for the meeting may be extended for an additional five school days with the consent of the student’s parent(s)/guardian(s).
- d. A statement of the penalties under state law and city ordinance that may be imposed on the parent(s)/ guardian(s) if he/she fails to cause the child to attend school regularly as required by state law.
- e. Procedures Toward Legal Referral

Before any legal proceeding may be brought against a student for habitual truancy or against his/her parent(s)/guardian(s) for failure to cause the student to attend school regularly, the school attendance officer must provide evidence that appropriate school personnel have, within the school year during which the truancy occurred, done all of the following:

1. Met with the student’s parent(s)/guardian(s) to discuss the student’s truancy or attempted to meet with the student’s parent(s)/guardian(s) and received no response or were refused. This does not apply if the required parent meeting is not held within 10 school days after the date the habitual truancy letter was sent.
2. Provided to the student an opportunity for educational counseling to determine whether a change in the student’s curriculum would resolve the student’s truancy, and have considered curriculum modifications possible within the current school program.
3. Evaluated the student to determine whether learning problems may be a cause of the student’s truancy and, if so, have taken steps to overcome the learning problems. (The student need not be evaluated if tests administered to the student within the previous year indicate that the student is performing at his/her grade level.)
4. Conducted an evaluation to determine whether social/emotional problems may be a cause of the student’s truancy and, if so, taken appropriate action or made appropriate referrals to community agencies.

Items b, c, and d above do not apply if the school attendance officer provides evidence that appropriate school personnel were unable to carry out the activities due to the student’s absences from school.

3. Make-up Assignments/Examinations

All students with absences shall be given the opportunity to make up examinations and work missed in accordance with the guidelines outlined below. Credit in a course or subject shall not be denied solely because of a student's unexcused absence from school.

Excused Absences

- a. Students who are absent from school for reasons that are determined to be excused by the school attendance officer shall be given the opportunity to make-up work missed when they return to school. It is the student's responsibility, as age appropriate, to contact the teacher(s) to make arrangements for making up work missed during an absence from school. If any question arises as to the appropriateness and/or feasibility of making up a particular assignment, the teacher shall discuss with the principal the extent to which make-up work and/or substitute assignments are possible.
- b. Examinations missed during an excused absence shall be taken at a time mutually agreed upon by the student and the teacher. A student has one day to make up work for each day absent. The principal has discretion to extend make-up opportunities if warranted by extenuating circumstances.

Unexcused Absences (Truancy)

All students with unexcused absences shall be given the opportunity to make up work missed in accordance with the following guidelines:

- a. Credit in a course or subject shall not be denied solely because of a student's unexcused absence from school.
- b. Students with unexcused absences shall be permitted to make up major examinations (quarter, semester, or grading period) missed if course work credit is at risk. Examination make-up date(s) shall be determined at the discretion of the principal/teacher. Students in this circumstance shall be prepared to make up the exam on the day of return.