



## Truancy and Tardy Information

Per Student Handbook

**Truancy-** Students are considered truant after three (3) consecutive or five (5) cumulative days of absence not excused by a medical doctor’s written statement or proof of bereavement. Parent note or doctor’s excuse is required for each absence.

**Attendance Intervention Plan-** An “Attendance Intervention Plan” will be developed by the school for truant students. The plan will help to establish goals for regular school attendance and will be monitored to ensure compliance. Failure to comply with the plan may result in legal proceeding through Family Court.

**Intervention Plan (includes but not limited to the following)**

1. Conference with an administrator or principal appointed designee
2. No more “**unexcused/unlawful**” absences
3. Parent to seek medical exam, if needed, to identify chronic condition
4. Refer to District Attendance Office.

**Tardy Directives**

1. Students who are late to school or class due to mechanical failure of the school bus or other bus problems will be counted present and no tardy will be reflected in the school records.
2. All other tardies (**excused or unexcused**) will be included in the school records.
3. **Unexcused tardies** include, but are not limited to, the following examples:
  1. Oversleeping
  2. Traffic
  3. Important errand/phone call, etc.
  4. Completing homework
  5. Thought school was closed for the day

**Tardy Intervention Plan (includes but not limited to the following)**

1. No more unexcused tardies
2. Conference with an administrator or principal appointed designee
3. Parent to agree for student to ride bus
4. Refer to District Attendance Office.

I have read the above information concerning truancy and tardies and I understand the intervention plans.

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**Parent Signature**

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**Date**

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**Legal Name of Student**

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**Teacher**