

## **STUDENT ABSENCES AND EXCUSES/TRUANCY**

### **I. ATTENDANCE PROCEDURES:**

- A. If a student is expected to be absent, parents/guardians should contact the school by 10 a.m. or as soon as possible. If no contact is received, the school will attempt to notify a parent or guardian of student absences.
- B. A student shall not leave the school building during the school day without reporting to the principal's office. For high school students, school day is defined as their assigned class periods or blocks.
- C. If a student becomes sick while in school, they shall report to the principal's office. An attempt will be made to contact a parent/guardian or other person designated for emergencies. Whenever a parent/guardian gives the school permission to send a child home unattended, the parent/guardian assumes the responsibility for the safety and well being of the student. Students under age 18 will not be allowed to go home without a parent contact. All parents/guardians will be asked to identify a contact for emergencies.
- D. In the event of an absence, students will be given as many school days as they were absent plus one additional school day to make up the work for credit. It will be the responsibility of the student or parent/guardian to make arrangements with the teacher for assignments and class activities missed during an absence. If a grading period falls within the allowed time to make up work due to an absence, an "incomplete" shall be recorded. An incomplete grade will be recorded as an F if work is not made up within time allowed; although teachers may extend deadlines under unusual circumstances.
- E. Teachers will evaluate the effect of absences (excused or unexcused) on student performance and notify students and parents/guardians at any time that absenteeism impacts the student's ability to be successful in the class. Contact will be documented. If absenteeism continues, the teacher will refer the matter to the principal, counselor, or other designated official.
- F. Prolonged absences due to health or medical problems must be reported immediately to the school by the parent/guardian with an accompanying request for assistance to continue the student's education program.

## II. HIGH SCHOOL TRUANCY PROCEDURES

(Please see Truancy Flowchart for a summary of these steps.):

A. "Truancy" is any absence from school, by a student under age 18, for part or all of one or more days during which the school has not been notified of the cause of the absence, or the school deems the absence unexcused. The District reserves the right to deem an absence excused or unexcused.

### B. Oral Communication Steps

1. For each missed class period or block, the parents/guardians will receive a phone message by an auto dialer machine stating their student has missed one or more classes or blocks that day.
2. After a student has incurred four cumulative days of unexcused absences within the school year, school staff will initiate oral contact with the parent/guardian to resolve the issue (in addition to the auto dialer contact). However, nothing limits the school from making more or earlier contact with the student's parent/guardian.
3. After a student has incurred five cumulative days of unexcused absences within the school year, school staff will initiate oral contact with the parent/guardian before referral to the State's Attorney's Office.

### C. Written Communication Steps

1. After a student has incurred two cumulative days of unexcused absences within the school year, school staff will send a formal letter notifying the parent/guardian of the specific number of unexcused absences of the student to date, a description of the intervention strategies and other assistance available to the student and parent/guardian, and the name and contact information for the school's truancy administrator and other applicable staff. The letter will also invite the parent/guardian to contact the truancy administrator to discuss intervention strategies and other assistance (see Section II D of these procedures). However, nothing limits the school from making more or earlier contact with the student's parent/guardian.

2. After a student has incurred four cumulative days of unexcused absences within the school year, school staff will send a second formal letter notifying the parent/guardian of the specific number of unexcused absences of the student to date, a description of the intervention strategies and other assistance available to the student and parent/guardian, and the name and contact information for the schools truancy administrator and other applicable staff. The second letter will again invite the parent/guardian to contact the truancy administrator to discuss intervention strategies. The second letter will notify the parent/guardian of the potential referral to the State's Attorney's Office. The school will also initiate oral contact with the parent/guardian as indicated in Section II (B) (2) above. However, nothing limits the school from making more or earlier contact with the student's parent/guardian.
3. After a student has incurred five cumulative days of unexcused absences within the school year, the school will initiate oral contact with the parent/guardian, and the principal or his/her designee will refer the student to the State's Attorney's Office with a notice sent to the parent/guardian.

D. Intervention Strategies and Other Assistance

Strategies may include but are not limited to:

1. Student Academic and Attendance Contracts
2. Referral to Counselor
3. Referral to Homeless Coordinator
4. Referral to Title VII (Indian Education) Outreach Staff
5. Referral to Agencies for Assisting Families  
*Lists are available in the guidance office.*
6. Youth Success Plan – Minority Outreach Services
7. Truancy Officer, if applicable

E. A Truancy Assessment and Truancy Referral Packet to the State's Attorney's Office is available at [www.rcas.org](http://www.rcas.org) under the Truancy Tab.

F. Truancy Administrators

Each school will designate and identify the school's truancy administrator(s), or individual(s) responsible for addressing truancy issues, also listed in the Truancy flowchart attached. The current list of each high school Truancy Administrator is as follows.

Central High School, Attendance Office/Dean of Students  
433 Mount Rushmore Road North; 394-4021

Stevens High School, Office/Assistant Principals  
1200 44<sup>th</sup> Street; Main 394-4051

Lincoln Academy, Office/Assistant Principal  
1315 Quincy Street; Main 355-3087

Jefferson Academy, Office/Assistant Principal  
501 East St. Joseph Street; Main 394-4048

- G. The principal at each high school will compile and analyze truancy statistics by ethnicity or race, and the number of students receiving free or reduced lunch (and other relevant factors the District chooses to include) at least once a year to determine if truancy referrals to the State's Attorney's Office are disproportionate.
- H. The principal at each high school will prepare and provide an annual report containing statistical analyses along with any other relevant information, recommendations or concerns to the assistant superintendent responsible for oversight of truancy matters.
- I. High school principals will provide training to staff with regard to truancy policies and procedures once a semester to ensure consistent implementation and ensure timely and consistent written and oral communication to parents/guardians pursuant to these truancy procedures, and proper maintenance of the truancy files and tracking system.
- J. The District will maintain a filing and tracking system for high school truanancies which may include an electronic attendance system (such as Skyward). An individual file, which may be electronic, will be created for each high school student who has reached the number of unexcused absences that triggers the first formal letter to the parent/guardian during an academic year, and all truancy correspondence, notes, contact logs, checklists, assessments, completed referral documentation, and other relevant truancy information will be maintained in this individual file. The student's ethnicity or race, sex, age (date of birth), grade, and number of unexcused absences will be maintained in the individual file.

### III. MIDDLE SCHOOL TRUANCY PROCEDURES

(Please see Truancy Flowchart for a summary of these steps.):

- A. “Truancy” is any absence from school, by a student under age 18, for part or all of one or more days during which the school has not been notified of the cause of the absence, or the school deems the absence unexcused. The District reserves the right to deem an absence excused or unexcused.
- B. When absenteeism has become detrimental to the student’s academic success and the school has been unable to engage the student/parent in an attempt to gain compulsory attendance, the principal may initiate a truancy referral.
- C. Oral Communication Steps
  - 1. For each missed class period or block, the parents/guardians will receive a phone message by an auto dialer machine stating their student has missed one or more classes or blocks that day.
  - 2. After a student has incurred four cumulative days of unexcused absences within the school year, school staff will initiate oral contact with the parent/guardian to resolve the issue (in addition to the auto dialer contact). However, nothing limits the school from making more or earlier contact with the student’s parent/guardian.
  - 3. After a student has incurred five cumulative days of unexcused absences within the school year, school staff will initiate oral contact with the parent/guardian before referral to the State’s Attorney’s Office.
- D. Written Communication Steps
  - 1. After a student has incurred two cumulative days of unexcused absences within the school year, school staff will send a formal letter notifying the parent/guardian of the specific number of unexcused absences of the student to date, a description of the intervention strategies and other assistance available to the student and parent/guardian, and the name and contact information for the school’s truancy administrator and other applicable staff. The letter will also invite the parent/guardian to contact the truancy administrator to discuss intervention strategies and other assistance (see Section II D of these procedures). However, nothing limits the school from making more or earlier contact with the student’s parent/guardian.

2. After a student has incurred four cumulative days of unexcused absences within the school year, school staff will send a second formal letter notifying the parent/guardian of the specific number of unexcused absences of the student to date, a description of the intervention strategies and other assistance available to the student and parent/guardian, and the name and contact information for the schools truancy administrator and other applicable staff. The second letter will again invite the parent/guardian to contact the truancy administrator to discuss intervention strategies. The second letter will notify the parent/guardian of the potential referral to the State's Attorney's Office. The school will also initiate oral contact with the parent/guardian as indicated in Section II (B) (2) above. However, nothing limits the school from making more or earlier contact with the student's parent/guardian.
3. After a student has incurred five cumulative days of unexcused absences within the school year, the school will initiate oral contact with the parent/guardian, and the principal or his/her designee will refer the student to the State's Attorney's Office with a notice sent to the parent/guardian.

E. Intervention Strategies and Other Assistance

Strategies may include but are not limited to:

1. Student Academic and Attendance Contracts
2. Referral to Counselor
3. Referral to Homeless Coordinator
4. Referral to Title VII (Indian Education) Outreach Staff
5. Referral to Agencies for Assisting Families  
*Lists are available in the guidance office.*
6. Youth Success Plan – Minority Outreach Services
7. Truancy Officer, if applicable

F. A Truancy Assessment and Truancy Referral Packet to the State's Attorney's Office is available at [www.rcas.org](http://www.rcas.org) under the Truancy Tab.

G. Truancy Administrators

Each school will designate and identify the school's truancy administrator(s), or individual(s) responsible for addressing truancy issues, also listed in the Truancy flowchart attached. The current list of each middle school Truancy Administrator is as follows.

Dakota Middle School, Principal/Assistant Principal  
615 Columbus Street; 394-4092

North Middle School, Principal/Assistant Principal  
1501 North Maple Avenue; 394-4042

South Middle School, Principal/Assistant Principal  
2 Indiana Street; 394-4024

Southwest Middle School, Principal/Assistant Principal, Dean of Students  
4501 Park Drive; 394-6792

West Middle School, Principal/Assistant Principal  
1003 Soo San Drive, 394-4033

- H. The principal at each middle school will compile and analyze truancy statistics by ethnicity or race, and the number of students receiving free or reduced lunch (and other relevant factors the District chooses to include) at least once a year to determine if truancy referrals to the State's Attorney's Office are disproportionate.
- I. The principal at each middle school will prepare and provide an annual report containing statistical analyses along with any other relevant information, recommendations or concerns to the assistant superintendent responsible for oversight of truancy matters.
- J. Middle school principals will provide training to staff with regard to truancy policies and procedures once a semester to ensure consistent implementation and ensure timely and consistent written and oral communication to parents/guardians pursuant to these truancy procedures, and proper maintenance of the truancy files and tracking system.
- K. The District will maintain a filing and tracking system for middle school truanancies which may include an electronic attendance system (such as Skyward). An individual file, which may be electronic, will be created for each middle school student who has reached the number of unexcused absences that triggers the first formal letter to the parent/guardian during an academic year, and all truancy correspondence, notes, contact logs, checklists, assessments, completed referral documentation, and other relevant truancy information will be maintained in this individual file. The student's ethnicity or race, sex, age (date of birth), grade, and number of unexcused absences will be maintained in the individual file.

### III. ELEMENTARY SCHOOL TRUANCY PROCEDURES

(Please see Truancy Flowchart for a summary of these steps.):

- A. “Truancy” is any absence from school, by a student under age 18, for part or all of one or more days during which the school has not been notified of the cause of the absence, or the school deems the absence unexcused. The District reserves the right to deem an absence excused or unexcused.
- B. When absenteeism has become detrimental to the student’s academic success and the school has been unable to engage the student/parent in an attempt to gain compulsory attendance, the principal may initiate a truancy referral.
- C. Oral Communication Steps
  - 1. For each missed half day or full day, the parents/guardians will receive a phone call/message stating their student has missed a half day or a full day.
  - 2. After a student has incurred four cumulative days of unexcused absences within the school year, school staff will initiate oral contact with the parent/guardian to resolve the issue. However, nothing limits the school from making more or earlier contact with the student’s parent/guardian.
  - 3. After a student has incurred five cumulative days of unexcused absences within the school year, school staff will initiate oral contact with the parent/guardian before referral to the State’s Attorney’s Office.
- D. Written Communication Steps
  - 1. After a student has incurred two cumulative days of unexcused absences within the school year, school staff will send a formal letter notifying the parent/guardian of the specific number of unexcused absences of the student to date, a description of the intervention strategies and other assistance available to the student and parent/guardian, and the name and contact information for the school’s truancy administrator and other applicable staff. The letter will also invite the parent/guardian to contact the truancy administrator to discuss intervention strategies and other assistance (see Section II D of these procedures). However, nothing limits the school from making more or earlier contact with the student’s parent/guardian.



2. After a student has incurred four cumulative days of unexcused absences within the school year, school staff will send a second formal letter notifying the parent/guardian of the specific number of unexcused absences of the student to date, a description of the intervention strategies and other assistance available to the student and parent/guardian, and the name and contact information for the schools truancy administrator and other applicable staff. The second letter will again invite the parent/guardian to contact the truancy administrator to discuss intervention strategies. The second letter will notify the parent/guardian of the potential referral to the State's Attorney's Office. The school will also initiate oral contact with the parent/guardian as indicated in Section II (B) (2) above. However, nothing limits the school from making more or earlier contact with the student's parent/guardian.
3. After a student has incurred five cumulative days of unexcused absences within the school year, the school will initiate oral contact with the parent/guardian, and the principal or his/her designee will refer the student to the State's Attorney's Office with a notice sent to the parent/guardian.

E. Intervention Strategies and Other Assistance

Strategies may include but are not limited to:

1. Student Academic and Attendance Contracts
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6. Youth Success Plan – Minority Outreach Services
7. Truancy Officer, if applicable

F. A Truancy Assessment and Truancy Referral Packet to the State's Attorney's Office is available at [www.rcas.org](http://www.rcas.org) under the Truancy Tab.

G. Truancy Administrators

Each school will designate and identify the school's truancy administrator(s), or individual(s) responsible for addressing truancy issues, listed in the Truancy flowchart attached.

- H. The principal at each elementary school will compile and analyze truancy statistics by ethnicity or race, and the number of students receiving free or reduced lunch (and other relevant factors the District chooses to include) at least once a year to determine if truancy referrals to the State's Attorney's Office are disproportionate.
- I. The principal at each elementary school will prepare and provide an annual report containing statistical analyses along with any other relevant information, recommendations or concerns to the assistant superintendent responsible for oversight of truancy matters.
- J. Elementary school principals will provide training to staff with regard to truancy policies and procedures once a semester to ensure consistent implementation and ensure timely and consistent written and oral communication to parents/guardians pursuant to these truancy procedures, and proper maintenance of the truancy files and tracking system.
- K. The District will maintain a filing and tracking system for elementary school truanies which may include an electronic attendance system (such as Skyward). An individual file, which may be electronic, will be created for each elementary school student who has reached the number of unexcused absences that triggers the first formal letter to the parent/guardian during an academic year, and all truancy correspondence, notes, contact logs, checklists, assessments, completed referral documentation, and other relevant truancy information will be maintained in this individual file. The student's ethnicity or race, sex, age (date of birth), grade, and number of unexcused absences will be maintained in the individual file.

## HIGH SCHOOL TRUANCY FLOWCHART

See Also District Policy JE, "Student Attendance" and its implementing procedure JED-P, "Student Absences and Truancy Procedures". See also <https://public.rcas.org> for link to the Truancy website under Student/Parent tab. We encourage parents to check Skyward to monitor attendance on a daily basis. Each school provides designated computers for families to access Skyward.

**Step 1 Phone (/Auto dialer) Dialer Message: Parents/Guardians receive a phone message stating their student has missed one or more classes/periods/blocks that day.**

<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
<p><b>Letter 1:</b> After a student has incurred two cumulative days of unexcused absences within the school year, the first formal letter is sent.</p> <p>Letter invites the parent/guardian to contact an administrator to discuss intervention strategies.</p> <p><b>Continued Administrative Review</b></p>	<p><b>Letter 2:</b> After a student has incurred four cumulative days of unexcused absences within the school year, school will initiate oral contact with the parent/guardian and the second letter is sent.</p> <p>Letter invites the parent/guardian to contact an administrator to discuss intervention strategies.</p> <p>Letter 2 will notify parents of potential referral to State's Attorney for truancy.</p> <p><b>Continued Administrative Review</b></p> <p><b>Upon 5 cumulative days of unexcused absences – proceed to Step 4.</b></p>	<p><b>School will initiate oral contact with parent/guardian.</b></p> <p><b>Referral is made to State's Attorney's Office with notification to the parent/guardian.</b></p> <p><b>A truancy packet is submitted to the State's Attorney's Office.</b></p> <p><b>State's Attorney's Office determines the next steps.</b></p>

**Truancy Administrators:**

Central High School 433 Mount Rushmore Road North	Attendance Office/Dean of Students	394-4021
Stevens High School 1200 44 <sup>th</sup> Street	Main Office/Assistant Principals	394-4051
Lincoln Academy 1315 Quincy Street	Main Office/Assistant Principal	355-3087
Jefferson Academy 501 East St. Joseph Street	Main Office/Assistant Principal	394-4048

The administration retains discretion in asking for medical documentation or other verification before an absence is deemed excused.

## MIDDLE SCHOOL TRUANCY FLOWCHART

See Also District Policy JE, "Student Attendance" and its implementing procedure JED-P, "Student Absences and Truancy Procedures". See also <https://public.rcas.org> for link to the Truancy website under Student/Parent tab. We encourage parents to check Skyward to monitor attendance on a daily basis. Each school provides designated computers for families to access Skyward.

**Step 1 Phone (Auto dialer) Dialer Message: Parents/Guardians receive a phone message stating their student has missed one or more classes/periods/blocks that day.**

<p style="text-align: center;"><b><u>Step 2</u></b></p> <p><b>Letter 1:</b> After a student has incurred two cumulative days of unexcused absences within the school year, the first formal letter is sent.</p> <p>Letter invites the parent/guardian to contact an administrator to discuss intervention strategies.</p> <p><b>Continued Administrative Review</b></p>		<p style="text-align: center;"><b><u>Step 3</u></b></p> <p><b>Letter 2:</b> After a student has incurred four cumulative days of unexcused absences within the school year, school will initiate oral contact with the parent/guardian and the second letter is sent.</p> <p>Letter invites the parent/guardian to contact an administrator to discuss intervention strategies.</p> <p>Letter 2 will notify parents of potential referral to State's Attorney for truancy.</p> <p><b>Continued Administrative Review</b></p>		<p style="text-align: center;"><b><u>Step 4</u></b></p> <p><b>Upon 5 cumulative days of unexcused absences:</b></p> <p><b>School will initiate oral contact with parent/guardian.</b></p> <p><b>Referral is made to State's Attorney's Office with notification to the parent/guardian.</b></p> <p><b>A truancy packet is submitted to the State's Attorney's Office.</b></p> <p><b>State's Attorney's Office determines the next steps.</b></p>
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Truancy Administrators:

Dakota Middle School 615 Columbus St.	Principal/Assistant Principal	394-4092
North Middle School 1501 North Maple Ave.	Principal/Assistant Principal	394-4042
South Middle School 2 Indiana Street	Principal/Assistant Principal	394-4024
Southwest Middle School 4501 Park Drive	Principal/Assistant Principal/Dean of Students	394-6792
West Middle School 1003 Soo San Drive	Principal/Assistant Principal	394-4033

The administration retains discretion in asking for medical documentation or other verification before an absence is deemed excused.

## ELEMENTARY SCHOOL TRUANCY FLOWCHART

See Also District Policy JE, "Student Attendance" and its implementing procedure JED-P, "Student Absences and Truancy Procedures". See also <https://public.rcas.org> for link to the Truancy website under Student/Parent tab. We encourage parents to check Skyward to monitor attendance on a daily basis. Each school provides designated computers for families to access Skyward.

### **Step 1 Phone (Auto dialer) Dialer Message: Parents/Guardians receive a phone message stating their student has missed a half days or a full day.**

<u><b>Step 2</b></u>		<u><b>Step 3</b></u>		<u><b>Step 4</b></u>
<p><b>Letter 1:</b> After a student has incurred two cumulative days of unexcused absences within the school year, the first formal letter is sent.</p> <p>Letter invites the parent/guardian to contact an administrator to discuss intervention strategies.</p> <p><b>Continued Administrative Review</b></p>		<p><b>Letter 2:</b> After a student has incurred four cumulative days of unexcused absences within the school year, school will initiate oral contact with the parent/guardian and the second letter is sent.</p> <p>Letter invites the parent/guardian to contact an administrator to discuss intervention strategies.</p> <p>Letter 2 will notify parents of potential referral to State's Attorney for truancy.</p> <p><b>Continued Administrative Review</b></p>		<p><b>Upon 5 cumulative days of unexcused absences:</b></p> <p><b>School will initiate oral contact with parent/guardian.</b></p> <p><b>Referral is made to State's Attorney's Office with notification to the parent/guardian.</b></p> <p><b>A truancy packet is submitted to the State's Attorney's Office.</b></p> <p><b>State's Attorney's Office determines the next steps.</b></p>

Truancy Administrators:

General Beadle Elementary School, 10 Van Buren,	Principal/Designee	394-1841
Black Hawk Elementary School, 7108 Seeaire	Principal/Designee	787-6701
Canyon Lake Elementary School, 1500 Evergreen	Principal/Designee	394-1817
Corral Drive Elementary School, 4503 Park Drive,	Principal/Designee	394-6789
Grandview Elementary School, 3301 Grandview	Principal/Designee	394-1829
Horace Mann Elementary School, 902 Anamosa	Principal/Designee	394-1847
Knollwood Elementary School, 1701 Downing	Principal/Designee	394-1851
Meadowbrook Elementary School, 3125 W. Flormann	Principal/Designee	394-1821
Pinedale Elementary School, 4901 W. Chicago	Principal/Designee	394-1805
Rapid Valley Elementary School, 2601 Covington	Principal/Designee	393-2221
Robbinsdale Elementary School, 424 E. Indiana	Principal/Designee	394-1825
South Canyon Elementary School, 218 Nordbye Lane	Principal/Designee	394-1801
South Park Elementary School, 207 Flormann	Principal/Designee	394-1833
Valley View Elementary School, 4840 Homestead	Principal/Designee	393-2812
Wilson Elementary School, 827 Franklin	Principal/Designee	394-1837

The administration retains discretion in asking for medical documentation or other verification before an absence is deemed excused.

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Revised 08/23/94  
Revised 08/11/98  
Reviewed 06/13/00  
Revised 09/15/11

Legal References: SDCL 13 27 6.1; 13 27 7; 13 27 8  
SDCL 13 27 14; 13 27 16; 13 27 18 through 13 27 21;  
13 27 28