

POLICY 5.5: CONSEQUENCES FOR NON-ATTENDANCE - ELEMENTARY SCHOOLS

**INTERVENTIONS**

<b>INFRACTION</b>	<p><b>M – Mandatory consequence</b> <b>X – Consequence is optional</b></p>																	
	Parent Link call, staff phone call or letter to parent	Parent conference with administrator/designee	Collaborative Problem Solving (Child Study) meeting	Menu of remediation options provided	Absences recorded as unexcused on A17 panel	Monitor student attendance	Request acceptable written documentation to excuse future absences	Student conference with administrator	Prior absences marked as excused	Attendance agreement signed	BTIP process begins	5-day BTIP meeting with administrator	10-day BTIP meeting with State Attorney	½ hour detention (before or after school) (optional)	1 hour detention (before or after school) (optional)	Referral to School Social Worker	TANF funds suspended	
<b>MONITORING ATTENDANCE/TARDIES</b>																		
3 days absent	M							x										
5 days absent (30 Hours)	M	x	x															
5 tardies in a marking period	M			x				x										
10 days absent in 2 marking periods	M	x		x												x		
Non-attendance is not an indication of early truancy							x		x									
<b>PATTERN OF NON-ATTENDANCE</b>																		
Pattern of non-attendance confirmed, signs of early truancy indicated (tardiness, early sign-outs, excused or unexcused absences)	M		x	x	x		x			x	M	x				M		
3 days of <i>unexcused</i> absences	M				x	x		x			M							
5 days of <i>unexcused</i> absences	M	M		x	x	x		M				x				x		
10 <i>unexcused</i> abs. in marking period or 30 hrs. of tardiness			x		x	x							x			x		
Excessive tardiness (more than 5 in a marking period)	M	x				x										x		
15 days absent																	x	

Tardy means “student not being in the classroom when the class is scheduled to begin.” (Policy 5.5, p. 4)