

## **EXCESSIVE ABSENCE**

1. When a student reaches the fifth day of absence, a letter will be mailed to the parent/guardian. The letter will list the days missed, stress the importance of good attendance and explain the attendance policy.
2. When a student reaches the eighth day of absence, an Administrative Hearing may be scheduled with the parent/guardian. This hearing will be held at the student's school with a principal to discuss the reasons for the absences. The Administrative Hearing by the building principal does not have to be held prior to a complaint being filed with the Juvenile court.
3. The School District's Attendance Officer may file a complaint with the Juvenile Court when a student's absence reach any of the following categories:
  - a. Five consecutive days of absence
  - b. Seven or more days in a school month (20 school days)
  - c. Twelve or more days in a school year.
4. The following days of absence will not count against a student towards a complaint being filed with the Juvenile Court:
  - a. Days covered by a Doctor's/Nurse excuse
5. Charges may be filed against parents/guardians in Juvenile court when excessive absenteeism persists.
6. In certain instances, approval may be given in advance for certain absences if determined by the principal to be appropriate.