

POLICY 5.5: CONSEQUENCES FOR NON-ATTENDANCE FOR SECONDARY SCHOOLS

INTERVENTIONS

INFRACTIONS	M – Mandatory consequence X – Consequence is optional																			
	Parent Link call	Phone call to parent	Letter from school	Parent conference with administrator/designee	Child Study Team meeting	Menu of remediation options provided	Absences recorded as unexcused on A17 panel	Request written documentation for recent or future absences	Student conference with administrator	Prior absences marked as excused	Suspended from extra-curricular activities for current marking period	School service work	1 hour detention (before or after school)	Saturday detention	Referral to School Social Worker (CINS/FINS, Case Staffing Committee)	Drivers' license suspended	TANF funds suspended	Transition Plan	Exit Interview & Declaration of Intent to Withdraw form signed by student and parent	
MONITORING ATTENDANCE/TARDIES																				
Habitual tardiness - 5 tardies in a marking period	M	x	x	x				x	x		x	x	x	x						
5 days of absences or 30 hours	M	x	x	x				x	x											
PATTERN OF NON-ATTENDANCE																				
Pattern of non-attendance confirmed (tardiness, early sign-outs, excused or unexcused absences)				M	x	x	x	x	x		x	x			M					
Absences not an indication of early truancy										x										
Habitual truancy (15 days absent in 90 calendar days)	M	x	x	x	M				M		x	x		x	M	x	x			
10 days absences in 2 marking periods	M	x	x					M					x		x					
Excessive tardiness (more than 5 in a marking period)		x	x	M	x			x	x				x							
Excessive early sign-outs (more than 5 in a marking period)		x	x					x	x											
Skipping class		x	x		x				x			x	x	x						
Student withdraws		M	M	M														M	M	

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