

## **Truancy Procedures \*\***

### **Grades K - 12**

**First Truancy:** At the time of the first truancy, the parents will, at the principal's discretion, be notified and appropriate action taken.

**Second Truancy:** The second truancy will result in a disciplinary action by the principal and parents will be contacted by regular mail as to the consequences of a third truancy.

**Third Truancy:**

1. The third and subsequent truanies may result in suspension from school or other appropriate action;
2. Suspension from classes includes suspension from all school activities.

The principal or his/her designee will make a decision whether absences are excused or unexcused. In the event the principal or designee is not available when the admittance slip is requested, the student will be admitted to class pending a decision.

Students must present a note from a parent or guardian within three school days of his/her return to school. If this is not possible, arrangements must be made with the principal within the three day limit. Failure to comply will result in an unexcused absence.

Students must have been in attendance in regular scheduled classes for that day in order to participate in that day's school activities. Exceptions are medical or dental appointments, a written excuse from a physician or a prearranged excuse approved by the principal.

Truancy will be treated as a violation of district rules and will be handled by the principal or designee. Parents will be notified of all truancy and appropriate disciplinary action taken by the principal or designee.