

ATTENDANCE

The following regulations apply to all students and pertain to absences of all types. Administrative discretion will be used when necessary.

- A. Absenteeism: Absence from school during regularly scheduled school hours.
1. Generally, the only absences excused are the following:
 - a. Personal illness
 - b. Family emergency (death, serious illness)
 - c. Funeral
 - d. Dental or medical appointments that cannot be made on Saturdays or after school hours.
 - e. School sponsored activities. When possible students should notify teachers in advance of absence.
 - f. Parental request: an absence when required by the family, upon request by the parent and approved by the administration. Lessons assigned and class discussions for the duration of the absence become the responsibility of the student and parents, and should be done in advance for known absences.
 2. If a student is expected to be absent, parents should call the school by 8:30 a.m. If no call is received by 8:30 a.m., the school will call the home and make every effort to contact a parent to verify the absence. A written excuse is not necessary if a phone call has been made by the parent. For the convenience of the parents, a recorded message regarding an absence can be left on the answering machine between 4:30 p.m. and 7:30 a.m. The attendance office telephone number is 582-3214.
 3. A student shall not leave school during the school day without reporting to the front office and obtaining permission prior to the absence. Failure to report to the office shall result in an unexcused absence or truancy.
 4. If a student becomes ill while in school, he/she shall report to the front office. Whenever a parent gives the school permission to send a child home unattended, the parent assumes the responsibility for the safety and well-being of the student. All students will be asked to list two (2) additional people whom the school may call if contact cannot be made with either parent. When a student is ill, in order for that student to participate in or attend any after school activity, the student must be in school three consecutive periods prior to dismissal time on the day of that activity. Other excused absences will allow participation in that activity without the three consecutive periods clause.
 5. In the case of an excused absence, the student shall make up the work and receive full credit. Students will be given at least as many school days as they were absent plus one additional school day to make up the work for full credit.

In the event that a test was scheduled prior to the absence and the student knew the test would be given on that day, the student may be expected to take the test on the day he/she returns to school. In the event a long-term assignment is due additional days may or may not be given at the discretion of the teacher. It will be the sole responsibility of the student to make arrangements with the teacher for assignments and class activities missed during a parental request 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 becomes a "failure" if not made up within time allowed although teachers may extend deadlines under unusual circumstances.
 6. Whenever any student is absent (excused or unexcused) more than ten (10) days in any one quarter, the principal will decide whether to continue to monitor the student's attendance or to make a further referral. A letter will be sent home to the parents/guardians outlining attendance responsibilities and possible consequences of escalating absences when students reach 5, 9, and 11 absences (excused or unexcused). The student may be referred to the Board of Education for a hearing regarding attendance.
 7. In all cases of attendance, the principal may require written documentation to verify the necessity of the absence. In many cases this will involve a note from the doctor or the school nurse. Absenteeism has a high impact on academic success and may result in students not being promoted to the next grade level.
 8. All absences, excused or unexcused, at Brandon Valley Middle School will be processed as follows:

Nine (9) or more absences in a semester are considered to be excessive by the Brandon Valley School District. After nine absences, a contract will need to be signed by the parent, student, and administration. A copy of

the contract will be provided to the parent. The parent will be informed of the consequences of additional absences. Example of contract:

Brandon Valley Attendance Contract

Attendance Contract Expectations

- I agree to come to school every school day and report to my first class on time.
- I agree to stay in school the entire school day.
- I agree to complete any assigned, in-school suspensions (ISS), and out-of-school suspensions (OSS).
- The parent(s) agree to structure the home environment to improve school attendance. This includes arranging a reliable source of transportation to and from school for the student.
- A medical professional or school official must excuse all future absences. Medical notes must be provided to the school's attendance secretary immediately upon return to school.
- If absences continue without medical documentation or the approval of a school official, a legal petition of truancy may be filed on the student and/or parent(s) with the State's Attorneys' office in accordance with the state compulsory attendance law. If a petition is filed, the student and parent(s) may be summoned to a juvenile court hearing.

In accordance with District Policy, this Attendance Contract will carry over from this school year (2020-2021) to next year and supersedes the provision in this Regulation that 9 absences are considered excessive. Any/all absences in violation of this Attendance Contract will be considered excessive.

South Dakota Codified Law 13-27-1 State Law: 13-27-1: "Any person having control of a child, who is not younger than five or older than six years old by the first day of September, or any child who, by the first day of September, is at least six years old, but who has not exceeded the age of eighteen, shall cause the child to regularly attend some public or nonpublic school for the entire term during which the public school in the district in which the person resides, or the school to which the child is assigned to attend, is in session, until the child reaches the age of eighteen years, unless the child has graduated or is excused as provided in this chapter. However, the requirements of this section are met if a child who is at least sixteen years of age enrolls in a general education development test preparation program that is school-based or for which a school contracts and the child successfully completes the test or reaches the age of eighteen years."

- B. Tardiness (JrK-8): Failure to be at the assigned workstation when the final bell rings.
1. Students will be allowed three (3) unexcused tardies each quarter.
 2. In the event of the fourth through seventh unexcused tardy, detentions will be assigned, and parents will be notified.
 3. In the event of the eighth or more unexcused tardy, a meeting with parents will be scheduled and in-school suspension may be assigned.
 4. If a student is tardy between classes because of a teacher conference, the teacher shall provide a written excuse.
 5. Any student who is late arriving for the first period class must report to the front office for an admit slip to enter class. Tardiness between classes will be handled by the individual teachers by them recording in Skyward.
- C. -Truancy: Truancy is defined as any absence not approved by the school. District truant officer will be notified. One day, or any part thereof, equals one violation.
1. First Violation: A parent shall be notified by telephone, e-mail, letter, or personal contact by appropriate school official. The student makes up the time in detention.
 2. Second Violation: The student shall be in-school suspended up to one (1) day. A student will not be readmitted until a conference has been held with the parent, student, administrator and/or counselor.
 3. Third or more violation: The student will be in-school suspended up to three (3) days. A student will not be

readmitted until a conference has been held with the parent, student, administrator and/or counselor. School administrators may refer a student to the Board of Education for a hearing regarding truancy.

4. On some occasions, the administrators may be in direct contact with parents and will not be able to notify students directly of their suspension.
5. At the discretion of the administration, detentions/out-of-school suspensions may be used in lieu of in-school suspensions.

Refer to District Section for more information.