

1 **3122R STUDENTS**

2 **Attendance Notification**

3 It is the student's responsibility to come to school on time and prepared each day. Daily notification to  
4 the school from either a parent or legal guardian is required when a student is absent or late. Teachers  
5 shall keep a record of absence and tardiness, and all absences will be recorded on the report card. Before  
6 the end of the school day, each school shall attempt to contact every parent, guardian, or custodian whose  
7 child is absent from school but who has not reported the child as absent for the school day, to determine  
8 whether the parent, guardian, or custodian is aware of the child's absence from school. Any absence must  
9 be verified within 48 hours of the absence or the absence will be recorded as unexcused. The Attendance  
10 Officers and/or School Resource Officers (SRO) of each school will be notified of all unexcused absences.

11 **Attendance Officer**

12 The Great Falls School District has appointed the principal and the associate principals assigned to each  
13 school as the Attendance Officers of the school. The Attendance Officers shall have the powers and duties  
14 as stated in 20-5-105 (1) (Section 2), MCA.

15 **Activities or Preplanned Absences**

16 Participation in school activities is an important factor in a student's success in school. It is the  
17 parents'/guardians' and student's responsibility to notify the school prior to being absent. Absences for  
18 the participants in school-sponsored activities are excused, but students are responsible for the work  
19 missed. In order to participate in an extracurricular activity, including practice, students must be in school  
20 during the afternoon of the date of the event or in the afternoon on the last school day prior to the activity,  
21 if the activity falls on a non-school day. Exceptions may be made by the administration.

22 **Excused Absences**

23 A student is may be excused when the absence is due to:

- 24 • Illness
- 25 • Bereavement
- 26 • Medical or legal appointment which cannot be scheduled outside the school day
- 27 • Weather related absence when the schools remain in session but parents deem it unsafe for the  
28 student to attend school
- 29 • Necessary absences approved by the parent or guardian
- 30 • Participation in school activities

31 If there is a question regarding the validity of an excused absence, the Attendance Officer and/or the SRO  
32 may request that parents communicate directly to him/her regarding the reason for the absence or  
33 tardiness. Additionally, the Attendance Officer and/or the SRO may require verification, including  
34 documentation of medical conditions contributing to the absence. In the event the Attendance Officer  
35 and/or the SRO determines an absence or tardy is unnecessary, the absence or tardy will be considered  
36 unexcused.

1 Schoolwork missed during an excused absence will be made up at full credit. Students will make individual  
2 arrangements with the teacher for work completion. Teachers will grant a minimum of 2 days for each  
3 day of absence for work completion.

4 **Unexcused Absences**

5 An unexcused absence is an absence that has not been verified or approved by a parent/guardian, or the  
6 school administration an Attendance Officer and/or SRO. Staff will not be expected to recreate the  
7 educational experience for students who have an unexcused absence.

8 **Truancy**

9 For the purpose of this policy “truant” or “truancy” means the persistent non-attendance due to  
10 “unexcused absence”, as defined in this policy, for all or any part of a school day. Truants will be reported  
11 to legal authorities as prescribed by law, § 20-5-106, MCA Truancy.

12 **Alternative Attendance Plans**

13 Alternative attendance plans may be created when absences and/or truancies negatively impact student  
14 achievement.

15 Legal Reference:

16 § 20-5-103, MCA Compulsory attendance and excuses

17 § 20-5-104, MCA Attendance officer

18 § 20-5-105, MCA Attendance officer – powers and duties

19 § 20-5-106, MCA Truancy

20 § 20-5-107, MCA Incapacitated and indigent child attendance

21 § 41-5-103(22), MCA Definitions

22 Regulation History:

23 Adopted on: July 1, 2000

24 Revised on: August, 23, 2010

25 Revised on: June 23, 2014