

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 6/24/2020



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**Recognition:** ☐ Students ☐ Staff ☐ Parents  
**Information:** ☐ Building Report ☐ Old Business ☐ Superintendent's Report  
**Action:** ☐ Resignation ☐ Hiring ☐ Contract Service Agreements  
☐ Travel Out-of-State ☐ Travel In State ☒ Approvals  
☐ Termination ☐ Legal Matters ☐ Other:  
This action request pertains to ☐ Elementary (only) ☒ High School/District Wide

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**Date:** 6/24/2020

**To:** Board of Trustees  
Browning Schools

**From:** Corrina Guardipee-Hall ED.S.  
Title: Superintendent

**Subject:** Amend Board Policy #3010 Student Tardy/Attendance

**Description:** BPS Administration have reviewed and recommend changes to Board Policy #3010, Student Tardy/Attendance to help build a stronger connection with our parents and students by helping them feel welcome at school. (Strategic plan 2019-2022 on trauma and resilience)

**Financial Impact:** N/A

**Funding Source (Budget/grant, etc.):** N/A

**Attachment(s):** Policy 3010

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Board Action:** ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: \_\_\_\_\_

# **BROWNING PUBLIC SCHOOLS**

## **Policy #3010**

**Policy Name:** *Student Tardy/Attendance*

### ***Regulation:***

Regular attendance in school promotes student success and positively influences academic achievement. Parents and guardians provide the necessary support for student commitment to attend school regularly and therefore will be informed of each absence. Regular attendance and demonstrating having met course objectives are requirements for receiving credit in any class.

**PRIMARY/ELEMENTARY (PreK-5 K-6) TARDY RULE:** Students are expected to arrive at school on time. Students will be counted tardy to school if they arrive after the school day has begun, **up to 9:00 a.m. After 9:00 a.m. those student tardies will be changed to absences for the morning session.**

**SECONDARY (6-12) CLASS TARDY RULE:** Students are expected to arrive in their assigned class before the bell rings. A student who enters the classroom after the bell has rung will be required to sign the tardy log. Students will receive disciplinary consequences from the school office for **excessive** class tardiness. **~~Students who enter the class more than ten (10) minutes late may be marked absent at the discretion of the principal or designee.~~**

**ABSENCE NOTIFICATION BY PARENT/GUARDIAN:** A student's parent/guardian (K-12) must contact the school secretary or attendance clerk on the morning of the absence to verify the reason for the absence. If this is not possible, verification must be given to the attendance office on the day of return.

***Absence Notification to Parent/Guardian:*** Attempts to notify parents or guardians of their child's absence, in the event the child has not been reported absent by the parent, will occur by the end of the school day to assure that parent, guardian, or legal custodian is aware of the child's absence from school (MCA 44-2-507).

**TEN DAY ABSENCE RULE:** All Browning Public Schools are responsible for contacting Blackfeet Family Court when a child misses more than ten (10) days of school during a semester.

## **CLASSIFICATION OF ABSENCES**

The following absences count against the Ten-Day Absence Rule:

- **Illness:** This is an absence involving students who stay at home due to an illness; however, they do not have a medical verification slip.
- **Cultural Activities:** This is an absence involving students who are excused from school by their parent/guardian to participate in non-school related cultural activities ~~(A)~~. **(Any further absences after 3 days will count against the ten-day rule).**
- **Weather:** This absence involves students whose parents feel it is unsafe for their children to come to school due to weather related issues.

The following absences **do not** count against the Ten-Day Absence Rule:

- **School Related:** This is an absence involving participation in school sponsored activities away from school. Students under school sponsorship are automatically excused and have full make-up privileges (SR).
- **Medical Absence:** Absences caused by a student's medical or dental treatment or emergency illnesses are considered medical absences. These absences must be verified in writing by an attending physician,

physician's assistant, nurse or community health nurse and be provided to the building secretary or attendance clerk (MA).

- **Special Circumstances:** This class of absences are the result of: a death of an extended family member (student's parent, legal guardian, brother, sister, aunt, uncle, and grandparent), or circumstances beyond the control of the student, hospitalization of extended family, other family emergencies. Verified special circumstances will result in excused absences and full make up privileges. Consideration for a special circumstance absence is determined at the discretion of the building principal (SC).
- **Cultural Activities:** This is an absence involving students who are excused from school by their parent/guardian to participate in non-school related cultural activities ~~(A)~~. (3 days a year only)
- **Weather: If the District calls off school due to weather and/or doesn't run school buses due to road closure or road safety. Parents may need to communicate with school when this is an issue.**
- **Military Recruitment: with documentation, students who attend military recruitment activities. i.e. medical exams, orientation, etc.**

All absences have makeup privileges for the student class work. Students will receive 2 days to make up the class work for each day absent. Special considerations will be made for those students who have lengthy extended absences as provided through the Office of the Principal **when requested by the parent/guardian.**

#### **APPEAL PROCESS:**

Where the attendance is due to extended illness or circumstances beyond the student's control, an appeal may be filed in accordance with policy 3900.

- The appeal must contain:
  - ✓ A letter from the student stating the reason that they exceeded ten (10) absences.
  - ✓ A letter from the student's parent(s)/guardian(s).
  - ✓ Any relevant documentation. Example: Doctor's statements.

**Cross Reference:** #3002 Student Handbook Policy  
#3020 Retention Policy  
#3200 Student Conduct and Discipline Policy  
#3900 Student Appeal Policy  
#3005 Compulsory Attendance-Admittance

**Legal Reference:** MCA 20-5-103, Compulsory Attendance and Excuses  
MCA 20-5-104, Attendance Officer  
MCA 20-5-105, Attendance Officer-Powers and Duties  
MCA 44-2-507, Notice to Parents of Children Absent From School

#### **Policy History**

Adopted on: 8/28/96

Amended on: 3/13/98, 4/13/00, 4/26/06, 8/14/07, 6/8/10, 6/27/12, 5/29/13, 3/11/14, 8/3/15, 6/28/17, 6/24/20