

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 6/28/17



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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

Date: 6/21/17

To: **Board of Trustees**
 Browning Public Schools

From: John Rouse.
Title: Superintendent

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

Description: The district administration team requests to amend board policy #3010 Student Tardy/Attendance to add cultural activities as an absence that does not count against a student's attendance for 3 days only. After 3-days all additional absences will be excused but will count against the student's total attendance.

Financial Impact: **0**

Funding Source (Budget/grant, etc.):

Attachment(s):

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: N/A (Info) Approved Denied Tabled to: _____

1
2 **BROWNING PUBLIC SCHOOLS**

3
4 **Policy #3010**

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

6 **Regulation:**

7
8 Regular attendance in school promotes student success and positively influences academic achievement.
9 Parents and guardians provide the necessary support for student commitment to attend school regularly
10 and therefore will be informed of each absence. Regular attendance and demonstrating having met
11 course objectives are requirements for receiving credit in any class. ~~(This component will remain in
12 effect for the 2015-2016 school year for the purpose of permitting students the opportunity to recover
13 credit.)~~

14
15 **PRIMARY/ELEMENTARY (K-6) TARDY RULE:** Students are expected to arrive at school on time.
16 Students will be counted tardy to school if they arrive after the school day has begun, up to 9:00 a.m.
17 After 9:00 a.m. those student tardies will be changed to absences for the morning session.

18
19 **SECONDARY (7-12) CLASS TARDY RULE:** Students are expected to arrive in their assigned class
20 before the bell rings. A student who enters the classroom after the bell has rung will be required to sign
21 the tardy log. Students will receive disciplinary consequences from the school office for class tardiness.
22 Students who enter the class more than ten (10) minutes late may be marked absent at the discretion of
23 the principal or designee.

24
25 **ABSENCE NOTIFICATION BY PARENT/GUARDIAN:** A student's parent/guardian (K-12) must
26 contact the school secretary or attendance clerk on the morning of the absence to verify the reason for
27 the absence. If this is not possible, verification must be given to the attendance office on the day of
28 return.

29
30 **Absence Notification To Parent/Guardian:** Attempts to notify parents or guardians of their child's
31 absence, in the event the child has not been reported absent by the parent, will occur by the end of the
32 school day to assure that parent, guardian, or legal custodian is aware of the child's absence from school
33 (MCA 44-2-507).

34
35 **TEN DAY ABSENCE RULE:** All Browning Public Schools are responsible for contacting Blackfeet
36 Family Court when a child misses more than ten (10) days of school during a semester.

37
38 ~~**Grades 9-12:** A student will receive an incomplete in any class in which absences exceed 10 per
39 semester and will have two (2) consecutive semesters to complete the class requirements in a district
40 credit recovery program to regain the earned grade and credit. (This component will remain in effect for
41 the 2015-2016 school year for the purpose of permitting students the opportunity to recover credit.)~~

42
43 **CLASSIFICATION OF ABSENCES**

44
45 The following absences count against the Ten Day Absence Rule:

- 46
- 47 • **Illness:** This is an absence involving students who stay at home due to an illness; however,
48 they do not have a medical verification slip (A).
 - **Cultural Activities:** This is an absence involving students who are excused from school by

1 their parent/guardian to participate in non-school related cultural activities (A). (**Any further**
2 **absences after 3 days will count against the ten day rule**).

- 3 • Weather: This absence involves students whose parents feel it is unsafe for their children to
4 come to school due to weather related issues (A).

5
6 The following absences do not count against the Ten Day Absence Rule:

- 7 • School Related: This is an absence involving participation in school sponsored activities away from
8 school. Students under school sponsorship are automatically excused and have full make-up
9 privileges (SR).
- 10 • Medical Absence: Absences caused by a student's medical or dental treatment or emergency
11 illnesses are considered medical absences. These absences must be verified in writing by an
12 attending physician, physician's assistant, nurse or community health nurse and be provided to the
13 building secretary or attendance clerk (MA).
- 14 • Special Circumstances: This class of absences are the result of: a death of an extended family
15 member (student's parent, legal guardian, brother, sister, aunt, uncle, and grandparent), or
16 circumstances beyond the control of the student, hospitalization of extended family, other family
17 emergencies. Verified special circumstances will result in excused absences and full make up
18 privileges. Consideration for a special circumstance absence is determined at the discretion of the
19 building principal (SC).
- 20 • **Cultural Activities: This is an absence involving students who are excused from school by their**
21 **parent/guardian to participate in non-school related cultural activities (A). (3 days a year only)**

22
23
24 All absences have make up privileges for the student class work. Students will receive 2 days to make
25 up the class work for each day absent. Special considerations will be made for those students who have
26 lengthy extended absences as provided through the Office of the Principal.

27
28 ~~The district approved credit recovery program will assign fifty (50) minutes of coursework for each~~
29 ~~absence over the tenth (10th) absence to be completed at a passing level by attending district approved~~
30 ~~credit recovery program. Once a student completes the coursework, they will receive the original grade~~
31 ~~(A-D) that was earned in the class and it will replace the incomplete on their transcripts. A student who~~
32 ~~earns an "F" in any course, regardless of attendance, must follow the district credit recovery process to~~
33 ~~earn credit in that course.~~

34 35 **APPEAL PROCESS:**

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

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

43
44 **Cross Reference:** #3002 Student Handbook Policy
45 #3020 Retention Policy
46 #3200 Student Conduct and Discipline Policy
47 #3900 Student Appeal Policy
48 #3005 Compulsory Attendance-Admittance
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1 **Legal Reference:** MCA 20-5-103 Compulsory Attendance and Excuses
2 MCA 20-5-104 Attendance Officer
3 MCA 20-5-105 Attendance Officer-Powers and Duties
4 MCA 44-2-507 Notice to Parents of Children Absent From School
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6 **Policy History:**

7 Adopted on: 8/28/96

8 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
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