

measures that are reasonably calculated to prevent a recurrence of the violations(s) may also be imposed by the principal or the school system.

- d. Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation may be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy may be subject to disciplinary sanctions as outlined in the Code of Student Conduct.

#### **6.22.6 Promulgation of Policy and Related Procedures, Rules, and Forms:**

This policy and any procedures, rules and forms developed and approved to implement the policy will be published on the website of each local board of education and school, shall be available at each school office, and shall be included in the student handbook that is distributed to each student at the beginning of each school year.

#### **6.22.7 Construction of Policy**

This policy is supplemental to other Board policies and procedures and does not repeal, replace, or supersede any other prohibition on bullying, violence, threats of violence or intimidation found elsewhere in Board policy or procedure, including the Code of Student Conduct. This policy shall not be construed to allow bullying, violence, threats of violence or intimidation for any reason not specifically listed in this policy or to prohibit the Board from disciplining students for acts of bullying, violence, threats of violence or intimidation not specifically listed herein. Students who engage in bullying, violence, threats of violence or intimidation not specifically covered by this policy may be subject to appropriate disciplinary action in accordance with the Code of Student Conduct. [Reference: Ala. Code §16-28B-1, *et seq.* (1975)]

## **ATTENDANCE/ABSENCES/EXCUSES/TARDIES**

The Board believes that the right to attend public school places upon students the accompanying responsibility to be faithful in attendance. Regular attendance is essential for a student's successful progress in the instructional program. Failure to comply with attendance procedures can result in Educational Neglect and Truancy, Title 16-28-12, Code of Alabama.

All Hoover policies and procedures are in alignment with Alabama State Law. Regular school attendance and arriving on time is the responsibility of both the student and the parent (in the case of children under 17 years of age). Nothing hinders student success more than absences, tardies, and check ins/check outs. Nine (9) excused absences per year and nine (9) excused check ins/check outs per semester is the maximum number of parent notes that can be excused. Each case will be evaluated on an individual basis. Illness, when supported by a

physician verification, may be considered as a mitigating circumstance. If you need further explanation of the policies, please contact your school's registrar or principal.

### **Excused Absences**

**Absences are excused for the following reasons:**

1. Illness
2. Death in the immediate family
3. Inclement weather as determined by the Principal/Designee or Superintendent/Designee
4. Legal quarantine
5. Emergency conditions as determined by the Principal/Designee or Superintendent/Designee
6. Permission of Principal and consent of parent

When a student returns, the parent must provide in writing within three (3) days of the student's return to school an excuse which includes the following:

- a. 1. A written statement from the parent or doctor stating the reason for the absence. A doctor's note must:
  - i. Be submitted on official practice letterhead/excuse or similar document from their CURRENT employing practice.
  - ii. Be signed by the physician or authorized practice employee.
  - iii. List the date of treatment/exam, address and telephone number of the practice.
  - iv. Days requested to be excused while under the doctor's care.
  - v. Excused days must reflect doctors direction not parent request.
  - vi. Student must be a "Patient on Record."
2. The date of the absence(s)
3. The parent's signature

After nine (9) absences in a year, Hoover City Schools may not excuse other absences unless verified by a physician explanation.

A form for anticipated absences can be found on the school's website.

### **Unexcused Absences**

**Absences are unexcused for the following:**

1. The student and parent fail to provide the above EXCUSED ABSENCE written statement with required information to the school officials within 3 days (including the return date) of the student's return to school;
2. The student has been suspended.

For unexcused absences, the student may only be permitted to receive credit for makeup work for major tests/assignments.

## Suspension

School days missed as a result of suspension are considered unexcused for the purposes of making up work; however, a suspended student will have the opportunity to make up and receive credit for major projects and tests (not daily assignments, homework, or quizzes). Grade level counselors will work with teachers to determine assignments that will be accepted and will communicate this to students. Students will have 3 days from the last day of the suspension to turn in assignments to their teachers at their base school. If a student is placed in Crossroads, the student is generally suspended 1-3 days prior to the placement. The student is responsible for completing the work missed during the time of suspension and getting the agreed upon work to the base school within the 3-day period.

## Excessive Absences

If unexcused absences total five (5) days or more during the school year (not semester), the student may be referred to the District's Office of Attendance. Hoover's Student Services Representative and the Principal will proceed with the following:

1. Investigate the reasons for the excessive absences.
2. Meet with parent(s) and student to resolve the attendance problem.
3. Refer the parent and student to the Early Warning Court of the student's school zone and follow all policies and laws concerning truancy.

Once truancy has been filed, all further actions reside with the Judge of Juvenile Court.

The Driver Improvement Unit of the Driver's License Division in the Department of Public Safety will be notified of students who have more than ten (10) consecutive or fifteen (15) cumulative unexcused absences during a single semester and/or students who drop out of school under the age of nineteen (19). This notification is required by Alabama Code 16-28-40 (School Enrollment Law) and will result in suspending or denying the license or permit of the student.

## Tardies

Being tardy to school greatly affects student success and routine. Tardy is defined as:

**Elementary** – Students that have not entered through the front door when the morning bell rings are considered tardy. Students that are tardy need to be "checked in" by the adult transporting the student. Students that leave (check out) before the school day is fully completed are considered tardy. Check ins and check outs are recorded on the attendance profile as subsections of tardy.

**Middle and High** – Students not in their classroom when the bell rings are considered tardy. Students that are tardy should be checked in before going to class. Students that leave (check out) before the school day is fully completed (based on individual's class schedule) are considered tardy. A student that accumulates an unexcused tardy, missing an entire period, would be treated as unexcused absence. The student may only be permitted to

receive credit for makeup work for major tests/assignments. Check ins and check outs are recorded on the attendance profile as subsections of tardy.

Once fifteen (15) unexcused tardies have accumulated during the school year, referral will be made to District Office and the same Early Warning Court procedures may apply. The school may also impose disciplinary procedures for excessive tardies. Tardies are considered excused for the same reason(s) as excused student absences. Excessive absences and tardies may result in a home visit from the School Resource Officer – Hoover Police Department and/or the Student Services Representative.

### **Check Outs**

While checkouts from school are discouraged by the Board, necessary checkouts must be processed by the parent through the school's office. The Board encourages that appointments not of a critical nature be scheduled for times and days when school is not in session. Checkouts are considered excused for the same reasons as excused absences. An unexcused checkout will be treated as a tardy.

When severe weather conditions exist, parents are asked to comply with emergency school dismissal procedures established by building level administrators.

### **What to Expect for Excessive Absences and Tardies**

- ✓ A warning letter will be sent from the student's school.
- ✓ A School Administrative Meeting will be held.
- ✓ A home visit may be made by a School Resources Officer-Hoover Police Department and/or Student Services Representative.
- ✓ Continued excessive absences and/or tardies will require a parent/legal custodian to attend a district attendance intervention/meeting.
- ✓ Continued excessive absences and/or tardies will require a parent/legal custodian, along with the student if over 10 years old, to attend Early Warning Court in that school's jurisdiction.
- ✓ After attending Early Warning Court, if excessive absences and/or tardies continue, a petition for Educational Neglect and/or Truancy will be issued to the courts.

### **Educational Neglect /Violation of Parents Responsibility Act (VOPRA)/Violation of Alabama Compulsory School Attendance Law (VACSAL)**

School personnel are considered "mandatory reporters." If neglect is suspected or observed, a report MUST be made to proper authorities.

### **Truancy Case**

Age 12 and up - The student may be prosecuted.