

**TRUANCY**

A class skip is defined as any absence from class that cannot be legitimately accounted for by the student or parents. Students who skip individual class(es) or a portion of class(es) during the day are considered truant. It is the responsibility of the student to make certain:

- (1) that the teacher receives notes from a principal, counselor, nurse, etc., any time the student misses all or part of a class due to a conference.
- (2) that each teacher has signed the field trip form in advance of a field trip.

Any late arrival to or early departure from school may be interpreted as a class truancy. In order for this to be prevented, it is the responsibility of the student and his/her parent/ guardian to follow this procedure in the case of a late arrival to or an early departure from school for a valid reason:

- (1) The student properly signs in and/or out.
- (2) The parent has called, giving a valid reason.
- (3) The student requests the note from the school/attendance office.
- (4) The student shows the note to the appropriate teacher(s).

Adopted: May 28, 1985

Revised: February 26, 2008