

## Poplar School District

### STUDENTS

3123

#### Attendance Policy - Truancy

Students are expected to attend all assigned classes each day. Teachers shall keep a record of absence and tardiness. Specific rules and regulations regarding attendance and tardies can be found in the student handbooks for each building.

For the purpose of this policy “truant” or “truancy” means non-attendance, without excuse, for all or any part of a school day equivalent to the length of one class period of a child required to attend a school under § 20-5-103, MCA. “Habitual truancy” means recorded unexcused absences of 9 or more days or 54 or more parts of a day, whichever is less, in one (1) school year.

Poplar School District has appointed its Building Level Administrators as the attendance officers of their buildings. The attendance officer shall have the powers and duties as stated in law.

Cross Reference: Administrative Procedures

|                  |                     |                                             |
|------------------|---------------------|---------------------------------------------|
| Legal Reference: | § 20-5-103, MCA     | Compulsory attendance and excuses           |
|                  | § 20-5-104, MCA     | Attendance officer                          |
|                  | § 20-5-105, MCA     | Attendance officer – powers and duties      |
|                  | § 20-5-106, MCA     | Truancy                                     |
|                  | § 20-5-107, MCA     | Incapacitated and indigent child attendance |
|                  | § 41-5-103(22), MCA | Definitions                                 |

#### Procedure History:

Adopted on:

Revised on: 11 July 2016

**Poplar School District  
Administrative Regulation**

**STUDENTS**

**AR 3123**

Student Attendance

Student attendance shall be recorded pursuant to Board Policy 3123. Excused and unexcused absences are defined in the Student Handbook.

The District has appointed Family and Home Support Specialists as the District's Attendance Officers responsible for student truancy. The Attendance Officer shall have the powers and duties over truant students as defined by Montana law and Board Policy 3123.

Upon discovering a truant student, the Attendance Officer shall make a reasonable effort to notify the parent, guardian, or other person responsible for the care of the child that continued truancy may result in the prosecution of the parent, guardian, or other person responsible for the care of the child. If the truancy problem persists, the Attendance Officer may require the parent, guardian, or other person responsible for the care of the child to meet with a District official to formulate a truancy plan.

The Attendance Officer may refer the parent, guardian, or other person responsible for the care of the child to the prosecuting attorney in a court of competent jurisdiction if that person fails to meet with the District official or fails to adhere to the terms of the truancy plan. The Attendance Officer may report a habitually truant student to Youth Court. If the Attendance Officer has reported a habitually truant student to Youth Court, the Attendance Officer shall report all subsequent trancies to the Youth Court.