

ELEMENTARY ATTENDANCE REGULATION

Attendance: Research has shown that good attendance is essential for effective learning to take place. Poor attendance by a student hurts not only him or her but has an impact on the educational progress of his or her peers.

Absences and Tardies: School A.M. hours are from 8:10-11:30 and P.M. hours are from 11:30-2:55 for K-3 and 11:30-2:57 for 4-8. If students arrive between 9:10 and 11:30 A.M. they will be counted as (½) day absent. If students leave between 11:30 A.M. and 1:55 P.M. it will be counted as (½) day absent. Students that come up to one hour late or leave one hour early on either end of the morning or afternoon are considered tardy for the day. Seven (7) tardies will be treated as 1-day absent. Each student in grades K-8 will be allowed (6) six absences from school per semester for any reason that the student's parents or guardian deem necessary. A letter will be sent to parents after the 6th day each semester notifying them that the student has used the 6 days.

Unexcused Absence: If the teacher or the elementary office is not notified of the absence, the Principal has no choice except to credit the student with an unexcused absence.

No provision can be made for giving credit for making up work missed during an unexcused absence. Students will receive a half credit on assignments and tests for each day he/she misses that is considered an unexcused absence.

Skipping is an absence without the knowledge or consent of the parent, and without the sanction of the school. Students who skip all or part of a school day will make up time outside regular school hours or during in-school suspension time.

Parent/Student Responsibilities: The first 6 absences per semester will be automatically excused (and any beyond that will be automatically unexcused except at the discretion of the principal or for the reasons listed below). Only the following reasons will be accepted for excused absences over the allowable (6) six days per semester:

- A. Absences accompanied by a doctor's written statement indicating the student's illness or appointment is always excused and do not count toward the 6 days per semester.
- B. Special medical situations that the building administrator deems justifiable. Absenteeism due to lengthy illness and family emergencies will be considered and left up to the discretion of the administration.
- C. Death in the immediate family.

- D. Severe weather conditions.
- E. School sponsored activities
 - a. Athletic activities
 - b. Classroom field trips
 - c. Music activities
 - d. Approved academic competitions
 - e. 4-H
 - f. Special Olympics
 - g. Regional or State Civic Oration Contests

All other reasons other than the ones mentioned above will be unexcused.

Although the first (6) six absences per semester will be automatically excused, the following procedures remain in effect:

1. To ensure the safety and security of the child, a parent needs to telephone the office before 8:30 a.m. to advise the school that his/her child will be absent or tardy that day. It is important that both the parent(s) and the school know where the child is on a school day.
2. For “planned” absences the parent should notify the teacher that the student will be absent from school. The student’s regular classroom teacher will issue a make-up slip. Students will be allowed a reasonable length of time (twice the time missed) to make up work during an excused absence. Regarding make-up work, it must always take precedence over extra curricular activities. After the work has been made up, the teacher will sign the make up slip.
3. Any student who needs to leave the building during the school day must have their parent notify their teacher. No one will be excused during the school day without permission from his or her parent or guardian.
4. If a student’s class or group is performing at the scheduled winter or spring concert all students that are members of that class or group will be expected to participate. If a student is present at the concert they will be expected to participate. If a student is present at the concert and chooses not to participate they will serve detention time that is deemed appropriate by the school principal.

Perfect Attendance: Perfect attendance will be awarded at the end of the school year to those students who have not been tardy during the school year and have been present each school day.

Approved by Board: July 10, 2006