

## **SCHOOL ATTENDANCE AND TARDY POLICY**

- 1) Regular attendance is necessary for the successful academic progress of the student. A parent or guardian must contact the school office by 9:00 am to report the absence on the day of the absence. Notes sent to teachers by the parent will be sent to the office for record keeping.
- 2) All students should be in their classroom no later than 8:15 am. Students arriving earlier than 8:05 should enter through the gym doors. Students arriving after 8:10 should enter through the front doors. Students arriving to school after 8:15 am should be signed in by the parent.
- 3) In order to ensure the safety of your children, it is required to sign your child out when leaving the building and sign them in when returning.
- 4) If a child arrives to school between 8:15 am and 9:00 am, they will be considered tardy. Arrival after 9:00 am and before 11:45 am, results in a half-day absence. Likewise, leaving school before 2:30 pm results in a half-day absence.
- 5) If a student leaves between 2:30 and 3:15, this is considered an "early out". "Early outs" are recorded in the same way as tardies.
- 6) Tardies and "early outs" will be recorded by the office secretary. Upon the third tardy or "early out", parents will be notified by letter. Upon the seventh tardy or "early out", a detention will be assigned. Upon the tenth tardy or "early out", a parent conference will be held with the principal. Discipline beyond the tenth tardy or "early out" will be at the discretion of the principal.
- 7) To qualify as an excused absence from school, a parent or guardian must call the school and the student will be allowed one day to complete make up work for each day of an excused absence. It is the student's responsibility to arrange for making up work. Parents may call the school to request assignments to be picked up at the end of the day.
- 8) Upon the fifth total absence from school in a given trimester, the parent will be notified by letter. In the event that six absences are exceeded in consecutive trimesters retention will be considered for that student.
- 9) The following are considered excused absences: illness of the student, medical or dental appointments, or other professional appointments, a death in the family, a religious observance including baptisms and weddings of immediate family members, prearranged absences\* approved by the principal, emergency circumstances totally beyond the control of the student and/or his parents as determined by the principal, service as a page, school-sponsored field trips, absences due to school disciplinary action (except for out of school suspension).
- 10) \*A prearranged absence must be approved no less than 14 days in advance. Once the parent has completed the form, the principal must sign the form. A request for assignments in advance will be granted as much as possible.
- 11) An unexcused absence will result in a zero on any assignments that are assigned on the day of the absence. The student may be given the assignment as a continuation of their learning, but no credit will be given.
- 12) Attending an after school activity on the day of an unexcused absence will not be permitted.

- 13) In order to participate in athletic practices or events, a student must be in attendance for at least 50% of the school day. The deadline for arriving at school in order to participate is 11:45 am.
  
- 14) Parents are encouraged to schedule appointments outside of the school hours, during the summer, and during school vacation days. Prompt return to school following appointments is expected. Notes from a doctor or dentist will be requested upon the student's return.