

ATTENDANCE REGULATION (PRE-K THROUGH FIFTH GRADE)

In accordance with the policy of the board of education, this regulation shall govern attendance and absenteeism in grades Pre-K through 5th grade.

It is important that all students arrive to school on time. Supervision of students begins at 7:30 am and students are encouraged not to arrive on school campus before 7:30 am. Classes begin at 8:00 am. (School Board Policy EC-R)

Yale Elementary School Attendance Policy is as follows:

1. Students must not be absent more than 10 days per semester.
2. Students are responsible for securing and completing make-up assignments. Students will be allowed one-day make-up time for each day's absence.
3. Yale Elementary School requests that parents call the school with each absence and give a reason. If a phone call is not made, please send a written note or email stating why the student was absent. A doctor's note is required when a child has been absent for 3 consecutive days.
4. There are no "excused" or "unexcused" absences; the student is at school or they are not. If they are not, they will be registered as absent. Students will be given the opportunity to make up work after being absent and will be expected to complete it.
5. Students attending school sponsored functions will not be counted absent.
6. Accumulation of 3 tardies will equal a half-day absent.
7. **Yale Public Schools require students to be in attendance 90% of the time before passing the class in question or being promoted to the next grade.** In the event that a student is absent more than 10 of the school year, a committee made up a minimum of three teachers and the principal will determine if the student will be retained due to absenteeism. Factors used to make this determination will include illness, emergencies, religious observances, and court appearances. Each case will be determined on an individual, case by case basis. If the committee and principal determine to retain a student, the principal will send a retention letter to the parents/guardians advising them that their child shall be retained in the present grade level. (See Retention Policy)
8. Any parent/guardian may request, in writing, review of the initial decision to the superintendent. If a request is not received within five days of the parent's/guardian's receipt of written notification of the initial decision, the initial decision will be final and nonappealable.
9. If the parent/guardian is not satisfied with the superintendent's decision, a second appeal may be made to the school board. If a request is not received within five days of the parent's/guardian's receipt of written notification of the initial decision, the initial decision will be final and nonappealable.

State Board of Education regulations require that a student be in attendance at least two (2) hours in the morning and two (2) hours in the afternoon to be recorded present for the full day. Therefore, one-half (1/2) day attendance is based upon the student being present at least two (2) hours either in the morning or the afternoon session of the school

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day, as determined by the school district. All students found leaving the school before 1:30 p.m. will be counted absent for one-half day. With a few exceptions, if children are too sick to go outside, we consider them too sick to be at school.