

## ATTENDANCE REQUIREMENTS

### Absences

#### **I. Parent Responsibilities**

A. It is the responsibility of the parent or guardian to see that the student is in attendance, whether in person or digitally, at school. The parent or guardian is to notify the school office when the student is absent.

B. For students who have a doctor or other professional appointments on a regular basis during the school day, parents or guardians should meet with the school principal, nurse, and/or counselor to develop a plan to address the child's needs. It is preferred that these regular appointments take place outside of the school day. If parents or guardians are unable to schedule these appointments outside of the school day, then it is preferred that the appointments be scheduled:

- at the beginning or end of the school day, and/or
- parents or guardians should stagger the time of such appointments so that they do not miss the same part of class each time.

C. If for any reason a student must leave school during regular school hours, he or she should be signed out by a parent or guardian through the office. Students arriving at school late are to be signed in by a parent or guardian at the office. Excessive tardies and/or early checkouts may be referred to authorities.

D. If possible, parents or guardians should provide documentation of reasons for student absences. Documentation may include notes from the doctor, or other justifications for absences. Justifications for absences will be used in determining whether or not excessive absences will be referred to authorities.

E. Special considerations will be given for virtual learning students.

#### **II. Excessive Absences**

Every absence is considered an absence regardless of the reason. Ten absences per school year will be considered excessive. It is at this point that school officials may notify authorities as determined by the principal.

Accumulating an excessive number of absences may be a basis of denial of promotion.

### **III. Notification to Parents of Student Absences**

The student's parents or guardians shall be notified as required by law and as necessary. As a minimum, this notification shall occur when the student has accumulated five (5) absences.

Notice may be by telephone contact or by mail with the student's parents or guardian.

### **IV. Tardies and Early Check-outs**

Tardiness and early checkouts cause a hardship on the student, the teacher, and other class members.

Parents and/or guardians must accompany students to the office to check them in when arriving late.

Tardies will cause student ineligibility for a perfect attendance award. Below are defined conditions that constitute a tardy and when a tardy becomes an absence:

1. Students are considered tardy if they arrive after the instructional day begins or leave after 2:00 pm.
2. Students who receive three (3) tardies will obtain a  $\frac{1}{2}$  day absence.
3. Students who arrive or leave between the hours of 10:00 am and 2:00 pm will obtain a  $\frac{1}{2}$  day absence.

*Any student leaving school before dismissal must be checked-out by an adult through the office. Any adult, other than the custodial parent, must be listed on the child's registration form. Anyone picking up a child from school should be prepared to show a photo ID.*

***This is for the safety of all our students.***