

Attendance is required of all students in all regularly scheduled classes and instructional time.

Elementary School Attendance

The board and faculty of the district consider regular attendance highly important and have established the following policy to deal with student absence and tardiness in the elementary school(s).

I. Absences

- A. The following absences will be excused, providing the excuse has been provided by the parent or guardian in advance of the absence, or at the time of personal illness or by the next school day:
  - 1. Personal illness;
  - 2. Family death or emergency;
  - 3. Medical appointments that must be made during school time;
  - 4. Court appearance if validated by the assigned time on the ticket, and the appearance is validated by the Clerk of the Magistrate Court and/or District Court.
  - 5. Family trips and other extended absences which can be justified from an educational standpoint. These should be approved by the principal well in advance and arrangements made with each teacher involved for the make-up of work to be missed.
  - 6. School initiated absence (no parent excuse required).
- B. The following absences will be treated as unexcused:
  - 1. Any absence not properly excused before the occurrence, or at the time in the case of personal illness. It is the responsibility of the parent/guardian to notify the school if a student is to be absent and the absence is to be excused. However, to satisfy a mutual concern of parents/guardians and the school for the welfare of unaccounted-for students, the office will contact parent/guardian should a student be found absent for whom no parent/guardian excuse has been received. This call will be to confirm the whereabouts of the student but may be considered after the fact for attendance purposes and may not be considered excused if the school has to call to find a student;
  - 2. Leaving the building during the day without parental excuse and authorization of the principal's office;

II. Tardiness

- A. Tardies are unexcused absences that are thirty (30) minutes or less in nature. An attempt to resolve the tardy issue will be made.
- B. At principal's discretion excessive tardy cases will be referred to the County Attorney for mediation or prosecution.

### Middle School and High School Attendance

The board and faculty of the district consider regular attendance highly important and have established the following policy to deal with student absence and tardiness in the middle school and the high school.

#### I. General Attendance Policies Applicable to Both Middle School and High School

- A. The following absences will be excused, providing the excuse has been provided by the parent or guardian in advance of the absence, or at the time of personal illness:
  - 1. Personal illness;
  - 2. Family death or emergency;
  - 3. Medical or dental appointments that must be made during school time;
  - 4. Court appearance if validated by the assigned time on the ticket, and the appearance is validated by the Clerk of the Magistrate Court and/or District Court;
  - 5. College visits with the recommendation of the counselor. Parent-teacher conference days and semester break days should be used when possible for these visits;
  - 6. Family trips and other extended absences that can be justified from an educational standpoint. These should be approved by the principal well in advance and arrangements made with each teacher involved for the make-up of work to be missed; and
  - 7. School initiated absence (no parent excuse required).
- B. Following an excused absence, the student will be responsible for contacting teachers to complete all work not previously made-up. Make-up work timeline is outlined in the Student Handbook. After ten (10) consecutive excused absences, a parent conference will be held to discuss educational planning.
- C. The following absences will be treated as unexcused:
  - 1. Any absence not properly excused before the occurrence, or at the time in the case of personal illness. It is the responsibility of the parent/guardian to notify the school if a student is to be absent and the absence is to be excused. However, to satisfy a mutual concern of parents/guardians and the school for the welfare of unaccounted-for students, the office will contact parent/guardian should a student be found absent for whom no parent/guardian excuse has been received. This call will be to confirm the whereabouts of the student but may be considered after the fact for attendance purposes and may not be considered excused if the school has to call to find a student;
  - 2. Leaving the building during the day without parental excuse and authorization of the principal's office.

#### II. Attendance Policies Applicable Only to Middle School

- A. Following an unexcused absence:

1. All work must be made-up the day the student returns to school. Credit will be granted for work made-up.
2. Following the first unexcused absence the student will be assigned a 90 minute detention (45 minutes if only one period is missed).
3. Following the second unexcused absence greater than 90 minutes, a student will be placed on in-school suspension for 1/2 day.
4. A third unexcused absence will result in a one-day in-school suspension. Parents/guardians will be required to meet with the principal and truant officer to develop an attendance plan before the student returns to class.
5. Parents/guardians will be notified by mail or phone or email of any unexcused absence from school.

B. Tardiness

1. The only tardiness that will be excused will be that from being detained by another teacher (in which case the detaining teacher will issue a late pass) or because of a late bus. Being over 30 minutes late will be considered the same as an unexcused absence.
2. To provide for those cases where being late is unavoidable, there will be no penalty assessed for the first three (3) instances of tardiness each semester. Following the fourth (4) tardy and each succeeding tardy up to six in a semester, a student will have to make up 45 minutes of detention. Following the sixth (6) tardy in a semester, a parent conference may be held to develop a behavior modification plan that will encourage more prompt attendance.

C. Detention

1. Detention may be assigned to students by any school employee for conduct, which is inappropriate, disruptive, uncooperative, or for refusal to follow the accepted rules of the school.
2. All detention assignments will be in multiples of 45 minutes.
3. Students will be expected to call their parents/guardians and inform them of the assigned detention.
4. Detention is to be completed after school on the school day it is assigned. The principal may excuse a student from serving a detention the same day it is assigned only if parents/guardians have provided an acceptable excuse and have made arrangements for their student to serve the detention the following day.

III. Attendance Policies Applicable Only to High School

A. Following the first unexcused absence from a class(es) during a calendar year:

1. At the principal's discretion, the student will be disciplined up to being assigned a 45-minute detention for one period, and/or Saturday School for anything beyond one period.
2. The student and his/her parent/guardian will be contacted to review school policy and procedure.
3. Truant students will not be given credit for work in the class during the

unexcused absence, but may be required by the teacher to complete it as part of the class requirements.

- B. Following the second unexcused absence from class(es):
  - 1. At the principal's discretion, the student will be disciplined up to being assigned a Saturday school for more than one period missed.
  - 2. At the principal's discretion, a conference between the student, the student's parent/guardian, and an administrator or counselor may be held.
  - 3. Truant students will not be given credit for work missed in the class during the unexcused absence, but may be required to complete it as part of the requirements.
- C. Missing a class while being elsewhere in the building without the authorization of a teacher or skipping may result in the assignment of 45 minutes of detention and/or Saturday school.
- D. If a student accumulates a total of ten (10) absences (excused or unexcused) per semester from any class, a conference with parents/guardians, student, teachers, and principal may be requested by the principal to determine if the student is progressing well enough to justify continuation in the class.
- E. Tardiness
  - 1. The only tardiness that will be excused will be that from being detained by another teacher (in which case the detaining teacher will issue a late pass) or because of a late bus.
  - 2. To provide for those cases where being late is unavoidable there will be no penalty assessed for the first instance of tardiness each semester.
  - 3. On the second, third and subsequent tardies, the student will be assigned 15 minutes of detention with the teacher to be served within one calendar week.
  - 4. If a student does not serve this 15 minute detention with the classroom teacher, the teacher will refer the student to the Office.
  - 5. The Office will assign a 45 minute detention for each unserved 15 minute detention. All tardy referrals must be served before graduation.
  - 6. Parents/guardians will be notified by mail of any office assigned tardy detention assigned each grading period.
- F. Detention
  - 1. Detention will be on Monday, Wednesday, or Friday mornings from 7:15 to 8:00 a.m.
  - 2. All detentions will be assigned and made up in forty-five (45) minute segments.
  - 3. A student who fails to make up an assigned detention will be assigned Saturday School.