

4.2.3 -- Attendance – Elementary K-6

I. Parent Responsibilities

It is the responsibility of the parent/guardian to see that the student is in attendance at school. The parent/guardian is to notify the school office when the student is absent.

Students who have a doctor, dental, or other professional appointments on a regular basis are encouraged to stagger the time of such appointments so that they do not miss the same part of class each time.

II. Student Responsibilities

If for any reason a student must leave school during regular school hours, the parent/guardian should obtain permission from the office and sign the student out in the office. Students arriving at school late should be signed in at the office by the parent/guardian before reporting to class.

III. New Enrollees

The number of days of school missed by a student who enrolls in school after the beginning of a semester are considered absences when determining the maximum number of days a student is in attendance.

IV. Excused Absences

An excused absence is one in which the student was absent with the parent's permission and knowledge for the following types of reasons: illness, school activities, court appearance, funeral, or other extenuating circumstances deemed appropriate by the principal

V. Unexcused Absences

Unexcused absences will be considered as truancies and will be dealt with according to the district's attendance policy.

VI. Suspensions and Expulsions

Students who are suspended from school will receive no credit for any class work missed during the time they are suspended.

Students who are expelled from school will forfeit all credits for the duration of the expulsion and their permanent records will be marked as "NC" (no credit) in the semester grade column.

VII. Excessive Absences

Eleven (11) absences per semester will be considered excessive in elementary schools (K-6). It is at this point that school officials will notify the prosecuting attorney and juvenile court authorities as determined by the principal.

Accumulating an excessive number of absences will be a basis for denial of credit, promotion, or graduation.

VIII. Notification to Parents of Student Absences

The student's parents, guardians or persons in loco parentis shall be notified as required by law and as necessary. As a minimum this notification shall occur when the student has accumulated five (5) and ten (10) absences per semester. Notice shall be by telephone contact with the student's parents, guardians or persons in loco parentis by the end of the school day in which absences occurred or by mail sent no later than the following school day.

IX. Excessive Tardies and/or Early Checkouts – Elementary K-6

Six (6) tardies/early checkouts per semester will be considered excessive.

Once a student has accumulated six (6) tardies and/or early checkouts, the students will acquire a full day absence.

Tardies are defined as students arriving between 8:00 –10:00 am.

Early Checkout will be defined as a student checking out of school between 1:00—3:00 pm.

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