

4.2.3 -- Attendance – Elementary K-5

I. Parent Responsibilities

It is the responsibility of the parent/guardian to see that the student attends 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. Absences

When a student is absent due to emergencies such as illness, death in the family and other extenuating circumstances, the parent or guardian of the student should contact the student's principal or designee and relate the facts causing the emergency. Parents may contact the school by writing a note, in person, or by other means deemed appropriate by the school principal. A written statement presented for an absence having occurred more than five (5) school days prior to its presentation will **not** be accepted. Students may have six (6) parent permission notes per semester. Any absence after six (6) without a doctor's note will be unexcused. Make-up work will be allowed for these absences and must be accomplished within a reasonable length of time as determined by individual teachers. Unexcused absences are all failures to attend school other than those specified above.

V. Suspensions and Expulsions

Students who are suspended from school may make up any classwork 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.

VI. Excessive Absences

Eleven (11) absences per semester will be considered excessive in elementary schools (K-5). It is at this point that school officials will notify the prosecuting attorney and juvenile court authorities as determined by the principal.

A student's parent or guardian may petition the school for additional absences before the student has accumulated 10 absences. Exceptions are allowed to satisfy an Individualized Education Plan (IEP) or 504 Plan.

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

VII. 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), eight (8), and eleven (11) 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.

VIII. Excessive Tardies and/or Early Checkouts – Elementary K-5

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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