

File: J12

ELEMENTARY AND MIDDLE SCHOOLS ATTENDANCE POLICY

It is the opinion of the School Administration and staff that regular attendance in all classes is essential to the learning process and establishes good work habits. Therefore, students are expected to be in attendance every day of the school year. Parents/guardians have a legal responsibility to ensure that their child or children are in attendance each day school is in session.

Attendance should be taken in every class and teachers shall record each absence. It is the responsibility of the student to make up all work missed during any absence. Failure to do so will result in a zero being recorded unless otherwise noted. Excessive absences which have a negative effect on test scores, class participation or other criteria used by the classroom teacher to establish satisfactory performance may jeopardize a student's promotion and/or successful course completion.

- a. The intent of this policy is not to say that a certain number of absences from school, or a course is acceptable or allowable.
- b. Parents/guardians are required to contact the school to report an absence. It is important that school officials know that the parents/guardians are aware of a student's absences a student takes.
- c. The major intent of this policy is to impose a limit on the number of absences a student takes. Students in grades K-8 who exceed sixteen (16) absences in a school year may be considered for non-promotion.
- d. Family vacations are discouraged during the school year. Parents and students should be aware that any school days missed, as a result of family vacations cannot be appealed.
- e. Parents will be notified of student absences by administration after five (5) days and thereafter in a consistent manner in five (5) day increments.
- f. Students who are absent from school will not be allowed to participate in any after school activity on the day of absence (students absent on a Friday will not participate in any event until school reconvenes). In extenuating circumstances, the Administration has the discretion to override this provision of the policy.
- g. Students who arrive late to school or class are marked tardy. Middle School students, whose tardiness cause them to miss more than half ($\frac{1}{2}$) the class, will be considered absent for the purpose of the Attendance Policy. Disciplinary action will be taken in cases of repeated tardiness.

Reasonable accommodation to the above policy will be made for students who are absent due to a disability in accordance with Section 504 of the Rehabilitation Act of 1973 and/or IDEA.

Appeal Procedure Relative To Attendance Policy

Principals may, at their discretion, excuse absences for extreme situations such as hospitalization, chronic illness, court appearances, funerals, etc. Parents will receive written notification prior to a student being retained for attendance and will have five (5) school days within which to request, in writing, an appeal of the decision. At this time, evidence of mitigating circumstances from the student's parents/guardians and/or family physician will be offered. Responsiveness to attendance interventions will also be considered at this time. The

principal shall make the final determination in consultation with other administrators, teachers, and counselors.

1st Reading: Reg SC Mtg 1/21/2009

2nd Reading: Reg SC Mtg 2/4/2009