

ATTENDANCE POLICY – ELEMENTARY

POLICY

The Board believes that students can achieve optimum educational benefits only through regular class attendance and a serious commitment to an educational program. Further, the Board believes that the responsibility for assuring a student's regular attendance lies with the student, the parents, and the school.

It is with respect to this shared responsibility that the Board has established the following standards for attendance.

PROCEDURE

- I. Absences must be substantiated by a phone call or note from a parent or guardian.

Excused absences: legal, medical, funeral and pre-approved vacations.

Absences that are reported in accordance with this procedure will be considered excused. Absences not reported will be considered unexcused.

Absence for a family vacation must be arranged for in advance with the principal's office. Vacations during the school year are discouraged.

- II. All student absences must be accounted for. Parents must check the student in and out with the principal's office.
- III. The following procedure will be in effect for the school year. Absences are cumulative through the year.
 - A. Absence
 1. Parents are required to call the school office to report an absence. The school will contact the parent if the absence is not reported.
 2. When a student reaches 10 absences, the principal sends a letter to the parent informing them of the number of absences.
 3. When a student reaches 15 absences, the principal sends a registered letter to the parent informing them of a meeting at the school with the MISD truancy officer.
 4. If a student reaches a combination of 10 or 15 absences and tardies, the principals will follow #2 for 10 and #3 for 15.

B. Suspensions

All suspensions will count at unexcused absences. Students will be expected to complete work missed during the suspension and will receive credit for those completed assignments.

C. Tardiness

Tardiness is defined as not being in the classroom at the assigned start to the instructional day. Parents are expected to make every effort to get their student to school on time. Students are expected to make every effort to get to school on time.

1. When a student is tardy, a parent/guardian is expected to check the child in at the office before the student proceeds to the classroom.
2. The teacher will record the student's tardiness when he/she arrives to the classroom.
3. When a student arrives to school late by 2 hours or more, he/she will be charged with an absence for the morning.

When a student arrives to school with 2 hours or less remaining on the school day, he/she will be charged with an absence for the day.

4. When a student reaches 10 tardies, the principal sends a letter to the parent informing them of the number of tardies.
5. When a student reaches 15 tardies, the principal sends a registered letter to the parent informing them of a meeting at the school with the MISD truancy officer.
6. If a student reaches a combination of 10 or 15 absences and tardies, the principals will follow #4 for 10 and #5 for 15.

IV. Parents are discouraged from picking up a student before the end of the school day. Appointments should be scheduled beyond the school day. When a student reaches 10 early pick ups, the principal sends a letter to the parent informing them of the number of early pick ups. When a student reaches 15 early pick ups, the principal sends a letter to the parent informing them of a meeting at the school with the MISD truancy officer.

Approved: 1/11/07