

ATTENDANCE POLICY - MIDDLE SCHOOL

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 attendance office. Vacations during the school year are discouraged.

- II. All student absences must be accounted for. Students must check in and out with the attendance office.

- III. The following procedure will be in effect each semester on a non-cumulative basis.

- A. Absence

1. Upon the sixth day of absence, the teacher will initiate a six-day absence report directed to the Counseling Center with a copy to be filed in the Attendance Office. The counselor will make a contact with the student and parent/guardian.
2. Upon the 12th day of absence, the student will be placed on credit review and the teacher will initiate a twelve-day absence failure form directed to the Counseling Center with a copy to be filed in the Attendance Office. The Attendance Office will send a registered letter, receipt requested, to the parent/guardian informing them that the student has been placed on credit review and requesting a conference. A conference will be held with the student, teacher, and parent/guardian. At this time, the student's right to appeal to the teacher for credit at the end of the semester will be explained. The right to appeal is contingent on the student's completing all course work and maintaining satisfactory attendance.

B. Truancy

Skipping class is a disciplinary offense. Truancy absences will be made up in After School Detention at twice the number of hours. All truanancies will be considered unexcused absences. Students will be expected to complete work missed. Repeated truancy is justification for dropping a student from class or school or possible retentions.

C. Suspensions

All suspensions will count as unexcused absences. Students will be expected to complete work missed. If the work is not complete, the student will not receive credit for the days of the suspension.

D. Tardiness

Tardiness is defined as not being in the assigned room before the assigned time starts. Students are required to be on time for school and for all classes. Consequences will be levied for tardiness. Five minutes is provided between classes. Being late for class is only the result of being irresponsible. Make every effort to be on time to school and to all classes.

1. Students who are tardy to class go directly to class where the teacher will record the tardiness.
2. If a student is more than ten (10) minutes late to a class, he/she will be charged with an absence to that class and the student must remain in that class for the remainder of the hour.
3. Repeated or excessive tardiness shall cause a student to be subject to disciplinary action.

Chatterton Middle school students will receive teacher warnings for the first (1st) thru third (3rd) tardies. The teacher involved will contact the parents via phone or mail upon the fourth (4th) tardy. The fifth (5th) tardy will result in a counselor – student intervention. The teacher will issue an after-school detention and again notify the parent by phone or mail. The sixth (6th) tardy will result in an in-school suspension. The student will be suspended upon the seventh (7th) and any subsequent tardies thereafter.

Adopted 03/17/83; Amended 04/05/84, 04/21/94, 12/02/04, 07/2009