

## **ATTENDANCE POLICY**

In order for your child to gain the most in school, he/she must be regular in attendance. Class begins promptly at 8:15 a.m. for first through eighth and 8:30 a.m. for Kindergarten. Before care as provided in the cafeteria from 7:00-7:45 each morning. Supervised care is provided on the playground, at no charge to the parent, beginning at 7:45. **No child is to be “dropped off” at a playground or any other unauthorized area before 7:45 a.m.**

### **ABSENCES**

1. Absentee procedure
  - a. ALL absences require a note from the parent, explaining the reason for the absence. Both full and half days will be 'unexcused' if a note is not brought in.
  - b. The note is to be sent in with the student and given to the teacher on the day s/he returns.
  - c. A phone call or email to the school will not be accepted as an excuse.
  - d. The parent assumes responsibility for missed assignments.
2. Non-medically necessary absences
  - a. The missing of school for the purpose of vacation is not considered a necessary absence. Requests for permission to be absent for a vacation must be presented in writing at least one week before the absence and will be granted if approved by an administrator. The parent assumes responsibility for missed assignments and remedial needs of the child. All make up work is due upon the return of an approved vacation.
  - b. Any time a student must be absent from school for reasons other than illness or vacation, it is required that the parent notify the teacher one day in advance. The parent assumes responsibility for missed assignments.
3. A child should not return to school too quickly following illness. S/he should be free from vomiting, diarrhea and fever for a minimum of 12 hours.
4. If an elementary student must leave school prior to dismissal, the parent must come to the school office to sign out the child. At this time, the office personnel will call the teacher in the classroom and ask for the student to be sent to the office.
5. If the Stanford Achievement Test is missed due to absence other than for illness, there will be a fee of \$25 per day for administration of the test.

### **UNEXCUSED ABSENCE**

All homework and daily grades for the day will be made up. Any test or exam that is missed must be made up during a time determined by the teacher.

### **EXCESSIVE ABSENCES**

After 15 excused or unexcused absences during the school year, a physician's note will be required to excuse all future absences. This includes approved absences for vacation days.

### **VACATION WHILE SCHOOL IS IN SESSION**

Vacations are considered unexcused absences unless permission is requested, in writing, seven days prior to the trip and is approved administration. If approved, the student may receive assignments in advance of the trip. Class work is due upon the student's return. The student may have to stay after school to make up tests, etc.

## **STUDENT LEAVING CAMPUS**

A parent or guardian must be contacted before a student is allowed to leave campus. If a parent is unable to come pick up the student and wants the student to walk or ride their bike, there must be a note on file from the parent giving permission to do so. (See Appendix.)

## **TARDIES**

The students may enter the classroom at 8:10 when the first bell rings. Class begins at 8:15.

1. If the student enters the classroom after 8:15, s/he will be considered tardy. When delivered between 8:15 –8:20, parents must escort their children to the classroom. If the student arrives after 8:20 a.m., the parent must go to the office and sign him/her in. At that time the child will receive a pass to go to class.
2. Tardies will be considered 'excused' for dentist or doctor appointments upon receiving a written note from the doctor.
3. Consequences for unexcused tardies:  
0-3 tardies: S            4-7 tardies: N            8 or more tardies: U
4. Excessive tardies  
Upon the 7<sup>th</sup> tardy a letter may be sent home for parent signature.