

Absence, Tardiness and Truancy

Daily attendance at school is essential for every child's learning. Daily lessons and practice facilitate skill mastery. Illness, medical appointments, or family emergencies are reasons for absence. Vacation times are scheduled throughout the school year so that children do not miss school for family trips.

If a student is to be absent for any reason, **please call** the School Office **before 8:00 a.m. each day** to report the absence. **This call is required to ensure the safety of the students.** Upon returning to school after an absence, **a written excuse** stating the reason and the date of the absence ***must*** be presented to the teacher.

If a student has been diagnosed as having a contagious disease (e.g. chicken pox, flu, or head lice), please notify the office so that precautions can be taken. Please do not send students to school when they are not feeling well. If a student is sick, the office personnel will call the parent/guardian to arrange for pickup.

If a student must leave school during school hours, a written note or email should be sent to the teacher that **morning** in order to inform the office. Students will wait in the classroom until parents arrive and will be called to the office for pick up and sign out. **Students are released only to adults whose names are listed on the emergency card.** If the student returns, they must report back to the School Office and sign in before returning to class. The school assumes no liability in cases where students leave the premises in violation of the above policy.

There are no medical absences. All days away from school for any reason are counted as days absent. Students are marked late if they arrive at school between 8:00 and 8:30 am. After 8:30 am children are marked "half day absent". If children leave school early, they are marked "half day absent", unless they leave between 2:00 and 3:00 pm, when they are marked "pm early".

Early dismissal for medical or dental appointments shall be granted when the parents/guardians make a request. Parents/guardians shall be urged to keep such requests to a minimum and encouraged to make arrangements for care during vacation periods or after school hours.

A student who is absent from school without a valid excuse for three full days in one school year or is tardy or absent for more than any 30 minute period during the school day on three occasions in one school year, or any combination thereof, is truant and shall be reported to the attendance office or superintendent of the public school district.

If a student is absent, parents may request homework from the teacher or check Gradelink. Sick children need rest to get well. Homework or schoolwork missed through absence should be completed and turned in within the time frame established by the teacher. Students returning after more than three days' absence should see the teachers on the first day back to

determine when missed work is due. Homework influences grades and gives students necessary reinforcement for material learned during class.

In the case of long-term absences not due to medical reasons, parents must submit information to the Principal and notify all of the student's teachers at least two weeks prior to leaving school. *Teachers are not required to give advance work.* All missed assignments and tests will have to be made up on the student's return. All attendance records are a part of students' permanent records and are sent to prospective high schools. ***Excessive absence could lead to poor grades and effect promotion to the next grade level. Absences of 15 days or more in a semester could lead to grades being withheld.*** The Principal, in consultation with the teacher, makes this decision. A doctor's written explanation of the child's health is required for excessive absence and will be kept in the student's file.

Illness/Accident Procedures During School Hours

When students become ill or have serious accidents, the parents/guardians are contacted immediately. For minor injuries immediate care is given for scrapes, bruises, etc. in the School Office. After receiving immediate care, the student returns to the class and school activities. Sick children are sent home. If the parent or guardian cannot be reached, other persons listed on the emergency card will be contacted. The school staff, in consultation with the Principal, makes decisions about serious care. Once parents are called, they are expected to come to take their children to the appropriate person for treatment. The emergency card also indicates whether or not the school may choose a physician in an emergency situation.