

## ATTENDANCE POLICY AND PROCEDURES

The Board of Education recognizes that regular school attendance is a major component of academic success. Parents, teachers, and administrators are expected to collaborate to ensure that unexcused absence, tardiness, and early departures from school are kept to a minimum. This policy is designed to: encourage full attendance by all students; maintain an adequate attendance record-keeping system; identify patterns and develop effective intervention strategies to improve school attendance; ensure that school officials and parents know the daily whereabouts of every student; verify that individual students are complying with education law relating to compulsory attendance; and determine the District's average daily attendance for State aid purposes.

Absences and early departures from class are excused if they are due to: personal illness, illness or death in the family, impassable roads caused by inclement weather, religious observance, quarantine, required court appearance, etc.

All absences, tardiness, and early departures from school must be accounted for. It is the parent/guardian's responsibility to notify the school office within 24 hours of the absence **and/or** to provide a written excuse upon the student's return to school.

**Parents should notify the attendance office at 295-5894 of a student's absence or lateness.** A message may be left on voice mail. Students should not be placing these calls. In addition, a student who has been late or absent is required to bring a note to the attendance office upon his return to school. The note should state the reason for absence.

### Absence from Class

Class work is part of a total grade. Unexcused absence, tardiness or early departures may result in disciplinary actions consistent with District Policy 7110 and the Code of Conduct. Designated staff member(s) will contact the student's parents and the student's guidance counselor. The staff member(s) shall remind parents of the attendance policy, explain the ramifications of unexcused absence, tardiness or early departure, stress the importance of class attendance and discuss appropriate intervention strategies.

Since there is a positive relationship between class attendance and student performance, a portion of a student's grade should be based on class participation. Unexcused absence, tardiness or early departures may affect a student's grade for class participation for a specific marking period. Students who are unable to attend school or a class on a given day due to participation in a school-sponsored activity (field trip, music performance, etc.) or have an excused absence, tardiness or early departure, must arrange to make up work missed.

If a student has an unexcused absence from a class period, they may be prohibited from participating in after school activities that day or the following day. These activities include, but are not limited to, clubs, sports, co-curricular activities, and performing arts.

### Lateness

Students assigned to a first period class arriving to school after 7:55 a.m. are required to report to the attendance office. Any student entering a class after the bell signaling the beginning of the period is late for that class. When this illegal lateness occurs, the teacher will record the lateness as unexcused. Three unexcused latenesses will result in disciplinary action. The teacher will report to the assistant principal and to the parent. The procedures for unexcused absence will be in effect.