



ATTENDANCE &

TARDY POLICIES

SCHOOL HOURS

PK-1st Grade - 8:20 am - 1:50 pm

2nd-8th Grade - 8:35 am - 3:05 pm

Wednesday Dismissal:

All students are dismissed at 1:50 pm



ATTENDANCE

A STUDENT IS IN CLASS ATTENDANCE IF THE STUDENT IS PHYSICALLY PRESENT IN CLASS FOR AT LEAST HALF OF THE CLASS PERIOD, HAS BEEN EXCUSED BY THE TEACHER TO PERFORM A CLASS-RELATED ASSIGNMENT, OR HAS BEEN REQUESTED BY A SCHOOL STAFF MEMBER TO PARTICIPATE IN AN APPROVED SCHOOL ACTIVITY DURING THE CLASS PERIOD.

A STUDENT IS IN SCHOOL ATTENDANCE FOR A FULL SCHOOL DAY IF THE STUDENT IS ACTUALLY PRESENT FOR AT LEAST TWO (2) HOURS OF THE SCHOOL DAY, IS ENGAGED IN AN APPROVED, SCHOOL-SPONSORED EDUCATIONAL ACTIVITY WHICH CONSTITUTES A PART OF THE INSTRUCTIONAL PROGRAM FOR THE STUDENT, OR IS PARTICIPATING IN PRE-APPROVED EXTRA-CURRICULAR ACTIVITIES.

A STUDENT IS CONSIDERED EXCESSIVELY ABSENT WHEN THE STUDENT IS SUBJECT TO COMPULSORY SCHOOL ATTENDANCE AND HAS HAD AT LEAST FIVE (5) UNEXCUSED ABSENCES, OR ABSENCES FOR WHICH THE REASONS ARE UNKNOWN, WITHIN ONE (1) CALENDAR MONTH; OR TEN (10) UNEXCUSED ABSENCES, OR ABSENCES FOR WHICH THE REASONS ARE UNKNOWN, WITHIN A NINETY (90) CALENDAR DAY PERIOD.

A STUDENT IS CONSIDERED TRUANT WHEN THE STUDENT IS SUBJECT TO COMPULSORY SCHOOL ATTENDANCE AND, WITH OR WITHOUT THE KNOWLEDGE OR CONSENT OF THE PARENT, HAS HAD MORE THAN FIFTEEN (15) UNEXCUSED ABSENCES IN A NINETY (90) CALENDAR DAY PERIOD.

EXCUSED ABSENCES

PERSONAL ILLNESS OR INJURY OF THE STUDENT: AN ABSENCE OR TARDY DUE TO A STUDENT'S PERSONAL ILLNESS OR INJURY WILL BE EXCUSED IF THE STUDENT PROVIDES DOCUMENTATION EXPLAINING THE ABSENCE OR TARDY. IF A STUDENT IS ABSENT DUE TO AN ILLNESS OR INJURY FOR MORE THAN FIVE (5) CONSECUTIVE DAYS, A WRITTEN STATEMENT FROM A LICENSED PRACTICING PHYSICIAN MUST BE SUBMITTED TO THE SCHOOL. THE WRITTEN STATEMENT MUST INCLUDE ALL THE DAYS THE STUDENT HAS BEEN ABSENT DUE TO THE ILLNESS OR INJURY.

MEDICAL APPOINTMENTS: AN ABSENCE DUE TO A MEDICAL APPOINTMENT WILL BE EXCUSED IF THE PARENT OR STUDENT SECURES AND SUBMITS TO THE SCHOOL A WRITTEN STATEMENT FROM A HEALTH CARE PROVIDER INDICATING THE DATE AND TIME OF THE APPOINTMENT.

REQUIRED DOCUMENTATION UNDER THIS SECTION MUST BE SUBMITTED TO THE SCHOOL WITHIN THREE (3) SCHOOL DAYS OF THE STUDENT RETURNING TO SCHOOL.

UNEXCUSED ABSENCES

UNEXCUSED ABSENCES SHALL SPECIFICALLY INCLUDE THOSE DUE TO:

- **VACATIONS AND PERSONAL SERVICES;**
- **OLDER STUDENTS PROVIDING DAY CARE SERVICES FOR SIBLINGS;**
- **ILLNESS OF OTHERS; AND**
- **NON-COMPLIANCE WITH IMMUNIZATION REQUIREMENTS, UNLESS LAWFULLY EXEMPTED**
- **A DEPARTURE FROM SCHOOL WITHOUT BEING IN ATTENDANCE FOR AT LEAST TWO (2) HOURS WILL BE TREATED AS AN UNEXCUSED ABSENCE UNLESS THE REQUIRED DOCUMENTATION EXCUSING THE DEPARTURE IS SUBMITTED TO THE SCHOOL WITHIN THREE (3) SCHOOL DAYS.**

UNEXCUSED ABSENCES DO NOT REQUIRE THAT THE TEACHER PROVIDE MAKE-UP WORK FOR THE STUDENT.

TARDY POLICY

STUDENTS SHALL BE IN ATTENDANCE THROUGHOUT THE SCHOOL DAY. IF A STUDENT WILL BE LATE TO SCHOOL OR DISMISSED BEFORE THE END OF THE SCHOOL DAY, THE PARENT SHALL NOTIFY THE SCHOOL IN ADVANCE AND STATE THE REASON FOR THE TARDINESS OR EARLY DISMISSAL.

STUDENTS WILL BE COUNTED ABSENT IF THEY ARE NOT PRESENT IN CLASS FOR AT LEAST HALF OF THE CLASS PERIOD. TO BE COUNTED "PRESENT" FOR THE DAY, THE STUDENT MUST BE IN ATTENDANCE FOR A MINIMUM OF TWO HOURS OF THE DAY.

PK-1ST GRADE STUDENTS WILL BE MARKED TARDY AFTER 8:20 A.M.
2ND-8TH GRADE STUDENTS WILL BE MARKED TARDY AFTER 8:35 A.M.