

## ATTENDANCE REGULATIONS (Policy JED)

Based upon the state compulsory attendance law, accreditation standards and the sincere belief of the administration that regular student attendance is imperative for proper adjustment and success in school, student attendance shall be monitored and reported as required by state law and regulations. Daily attendance and attendance by period at the middle and high school will be recorded and will be noted on the student's report card each nine weeks.

State law requires schools to confirm that parents are aware of their student's absence. Parents/guardians should notify the school when their child will be absent. If parents fail to notify the school, the school will contact the parent/guardian. Following absences, students must bring a note from the parent, doctor, or court that states the reason for the absence.

School attendance is critical for academic achievement and preparation of students for the world of work. School attendance is a cooperative effort, and Craig County Public Schools shall involve parents and students in accepting the responsibility for good attendance. Each parent/guardian having charge of a child within the compulsory attendance age shall be responsible for the child's regular and punctual attendance at school as required under provisions of the law.

### **Tardiness / Early Departure**

Regular attendance is necessary for maximum student achievement in school. In addition, punctuality and dependability in meeting assigned responsibilities are habits valued in our society. Students who are tardy to school are required to present a note that is written by his or her parent/guardian, doctor, or court official stating the reason for tardiness. After receiving an admit slip the student may report to class. Students will only be permitted to leave the school premises if proper school procedures are followed.

1. **Elementary Students:**

The elementary principal will endeavor to minimize elementary student tardiness through the counseling of students and parents. Extreme or habitual cases of tardiness may be reported to the superintendent or his/her designee or to appropriate child protection agencies.

2. **Secondary Students:**

A student is tardy to class if he or she arrives to the class after the tardy bell. If a student arrives to class more than 10 minutes after the tardy bell, without an excused note, the student will receive an unexcused tardy AND a discipline referral. Additional tardies beyond five (5) will also result in a discipline referral.

## Attendance Regulations

### 1. Excused Absences

The following reasons shall be acceptable for absence from class:

- a. Illness of the student as verified by a written note from parents (or a doctor after 10 absences).
- b. Medical appointments that cannot be scheduled after school. All appointments must be verified by a doctor and a student is expected to return to school from early appointments if possible.
- c. Death in the family.
- d. Prearranged absences with the approval of the principal. Students must notify his/her teachers of the prearranged absences and will assume the responsibility of obtaining his/her assignments prior to their departure. These assignments shall be due upon the student's return to school.
- e. Extenuating circumstances as deemed acceptable by the principal.
- f. Court appearances as evidenced by a summons or other verification.
- g. School sanctioned activities will not count as an absence; however, students will be expected to follow the policy for making up work due to absences.
- h. Observance of a religious holiday
- i. Other reasons deemed acceptable by the principal

### 2. Unexcused Absences

Parents are notified on a daily basis about student absences. The following reasons shall be **unacceptable** for absences from class:

- a. car trouble
- b. missing the bus
- c. personal business
- d. oversleeping
- e. needed at home
- f. working on a job
- g. other reasons deemed unacceptable by the principal

The following actions may be taken for students who are absent for unacceptable reasons:

- conference with student and parent
- before/after school detention
- in-school disciplinary action
- referral to counselor
- referral to court system

3. Make-up Work Due to Absences (Including Suspension)

If a student is absent for any reason, he or she will be expected to make up all work. It is the student's responsibility the day he or she returns from the absence to ask teachers for any assignments. The student will have one (1) day for each day absent to turn in missed assignments. It is at the discretion of the teacher whether an extension of time will be granted. Any work assigned before the student's absence may be required on the first day of his or her return to school (i.e., projects, tests, etc.). A student or his or her parent/guardian may contact the office to obtain work missed when extended absences are expected. Teachers may also be contacted through the school e-mail system.

4. Excessive Unexcused Absences

**Any student who accumulates 20 or more unexcused absences may be denied promotion to the next grade level or denial of credit based on administrative review. All appeals beyond the principal must be made to the Superintendent or designee at the division office.**

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