

Regular attendance is vital to the success of each student enrolled in the school system. Communication between the home and the school is essential to ensure regular attendance and the safety of each student. To that end, the following procedures shall be followed:

1. Parent(s) or guardian(s) shall notify the school office by 9:00 a.m. on the day a student is absent or tardy, unless previous notification has been given in accordance with school procedure for absence.
  - A. Such notification shall include the reasons for the absence and the estimated date of return.
  - B. Parent(s) or guardian(s) shall send a note listing the dates and reasons for absence upon the student's return to school.
  - C. If a pupil is absent for 1/2 or more of the a.m. or p.m. session, he/she is considered absent for 1/2 day.
  - D. A pupil is tardy if he/she is not in his/her room by 8:45 a.m. or at the beginning of the p.m. session, unless previously excused by a teacher or principal.
  - E. Tardy—sign in at the office upon arrival.
    - Excused—the only excused tardiness is for Dr. and Dentist appointments and for late bus.
    - Unexcused—all other reasons.
    - 4 Tardies = 1 absence

## 2. Absence

- A. If a student has been absent for an accumulation of ten (10) or more days during the year without a doctor's certificate, or exhibits a pattern of excessive absences, a doctor's certificate will be required for each absence thereafter.
- B. If a child is absent for an accumulation of twenty (20) or more days during the school year, it is considered doubtful that he/she can be promoted to the next grade. Promotion will be contingent upon completed achievement and other test scores, teacher recommendation and make-up work.
- C. Upon the accumulation of ten (10) absences without a doctor's certificate, another letter will be sent home requiring a parent/teacher meeting.
- D. Upon the accumulation of fifteen (15) absences without a doctor's certificate, a letter will be sent home requiring another parent/teacher meeting.
- E. Upon the accumulation of twenty (20) absences without a doctor's certificate, a final letter will be sent home requiring a parent/teacher/principal meeting. The teacher will provide their opinion on whether or not they feel the student is promotable. The teacher/principal may meet with the school board to recommend expulsion.
- F. If expulsion is recommended the parent may appeal to the school board in writing.