

ELEMENTARY SCHOOL ATTENDANCE POLICY
Effective August 2007

Purpose:

To establish procedures and guidelines for implementing the Elementary School Attendance Policy to be utilized by parents, students and school and district staff.

Procedures:

1. General

- A. All questions relating to the attendance policy are to be directed to the school.
- B. Each of the schools will document attempts to notify parents of each absence. However, failure to successfully notify parents/guardians shall not negate the attendance policy.
- C. The 20-day attendance report signed by the teacher and/or the teacher's gradebook will be the final authority in determining the number of absences for each student.

2. Tardies and Checkouts

- A. A student who arrives to school after the scheduled beginning time will be recorded as tardy for that day.
- B. A student who is checked out before the class or school day is officially over will be declared a "checkout". Checkouts are recorded in the school office. However, it is the right of the school principal to excuse any student from any consequence arising from recorded checkouts.
- C. Students who have eight (8) tardies and/or unexcused checkouts in a nine (9) week period will be referred to the principal or his designee for a child study team. The parent **must** attend this child study team. The child study team, at this meeting, will address the tardies/checkouts and will make an effort to work with the parent to ensure that the child is in attendance. ANY future failures to have the child in attendance for a full day during that nine week period may result in the child/parent being referred to Truancy Court.
- D. The 20-day attendance report signed by the teacher and/or the teacher's gradebook will be the final authority in determining the number of tardies for each student. However, it is the right of the school principal to excuse any student from any consequence arising from recorded tardies.
- E. Tardies, checkouts, and absences are all part of the Jackson County Attendance Policy, therefore, all attendance will be transferred along with other school records.

3. Absences

A. Students are to sign in/out when missing school for excusable appointments or emergencies and are to comply with the individual school procedures established with the school's attendance office. Failure to sign out may result in an unexcused absence and the consequences thereof.

B. Excused Absence

Excused absences will be given for the following reasons:

- Religious instruction and/or religious holidays.
- Sickness, injury or other medical condition.
- Other academic classes or programs.
- School leave – school approved trips such as instructional field trips, club events, athletics, etc.
- Educational trips – when requested by parents, trips for educational purposes may be granted.
- Pre-approved absences – absences from school approved by the administration prior to occurrence.
- Funerals
- Legal reason (documentation must be provided).

Students **MUST** bring a written excuse to explain their absence. A parent note will be accepted for any FOUR (4) absences during a nine (9) week period. Any other absences, after the fourth absence, will only be excused with a note from a doctor, dentist, funeral program of an immediate family member, religious holiday or documentation for a legal reason. Students **MUST** turn in excuse notes to the teacher within three (3) days after an absence. Excuse notes brought in after three (3) days will not be accepted. After the fourth (4) unexcused absences in a nine-week period a mandatory child study team will be held.

4. Child Study Team Attendance Conference

The child study team shall implement interventions that best address the attendance problems. These may include, but not be limited to:

1. frequent communication between the teacher and the family
2. changes in the learning environment
3. mentoring
4. student counseling
5. tutoring, including peer tutoring
6. placement into different classes
7. evaluation for alternative education programs
8. attendance contracts
9. referral to other agencies for family services

10. other interventions, including, but not limited to a truancy petition pursuant to s.984.151

The child study team shall work diligently in facilitating the intervention services, however, if a parent refuses to attend the child study team meeting, the child/parent will be referred to Truancy Court.

5. Enforcement

If the child study team efforts are unsuccessful in resolving the truancy/absence the Superintendent shall institute a criminal prosecution against the child/parent once the child becomes habitually truant under state law.

The Superintendent or his designee may file a truancy petition referring child/parent to Truancy Court and/or refer to Children and Family Services for reduction in cash assistance.