

**ELEMENTARY SCHOOL ATTENDANCE POLICY**  
**Board Approved July 24, 2017**

**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 Attendance Verification 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.
- D. It is the right of the school Principal to excuse any student from tardies, checkouts, or absences due to special or extenuating circumstances.

**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.
- C. Students who have six (6) or more 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 meeting. The parent should be notified through phone contact or in writing and attend the Child Study Team meeting. 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.

**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).

#### C. Unexcused Absence

Students **MUST** bring a written excuse to explain their absence. Any absence for reasons not listed above will be considered unexcused unless approved by the administrator. Students **MUST** turn in excuse notes to the teacher within five (5) days after an absence. Excuse notes brought in after five (5) days will not be accepted. Students who accumulate five (5) absences in a 30 day period or ten (10) absences in a 90 day period will result in a mandatory Child Study Team meeting.

#### 4. Child Study Team Attendance Conference

- A. In order to appeal an unexcused absence, the student and parent must request a hearing at the school.
- B. The Child Study Team will hear and rule on the appeal.

#### 5. Non-Compliance with Attendance Requirements for Students

- A. Refer – If the student exhibits a pattern of non-attendance, that is a student who has 5 absences (excused or unexcused) in a rolling 30 day cycle calendar period or 10 in a rolling 90 day cycle calendar period, the principal shall refer the parent and student to the Child Study Team. The Child Study Team shall implement interventions that best address the problem. These may include but are not 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.

**B. Enforcement**

If the child study team efforts are unsuccessful in resolving the truancy/absence 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.