

Article 4 - Attendance

Section 1 Compulsory Attendance

Any child who will reach six years of age prior to January 1 of the current year and who has reached eighteen years of age shall meet the requirements of mandatory school attendance. Any such child shall attend the academic program on a regular basis, unless a written request to drop the child from the school rolls is made by the parent, guardian or other person having charge, control or custody of the child.

Any child of mandatory attendance age must by law regularly attend a public, private, denominational, parochial school or a combination of such schools not less than the entire school term of the school(s) which the child attends. This does not apply to a child who has obtained a high school diploma or received a General Equivalency Diploma, completed the program of instruction offered by a non-accredited or non-approved school, has reached the age of 18, or who is at least 16 years old and whose parent or guardian has signed a notarized release discontinuing the enrollment of the child.

Excusal from the "full-time" requirement of the compulsory education law can be granted by the superintendent for a child between 14 and 16 years of age having completed the work of the eighth grade when legal employment due to necessity has been obtained by the student and such a request has been made by a parent/guardian.

Withdrawal to Age 6

The parent/guardian of any child who will not reach six years of age prior to January 1 of the current school year and who is enrolled, may discontinue that enrollment according to procedures provided by the district.

Minimum Age

The district will not admit any child into its beginner grade (kindergarten) unless

1. The child will reach the age of five years on or before October 15 of the current year (on or before July 31 of the current year beginning with the 2012-13 school year), or
2. The child will reach the age of five years by February 1 of the current year (October 15 of the current year beginning with the 2012-13 school year, and;
 - a. the parent provides an affidavit stating that the child attended kindergarten in another district, or
 - b. the family will be relocating to another district that allows admission within the current year, or
 - c. the child has demonstrated through recognized assessment procedures his/her capability of carrying the work of the beginner grade.

Section 2 Attendance Policy

All students are expected to attend school regularly and be on time for classes. Regular attendance allows a student to gain maximum benefit from the instructional program, develop habits of punctuality, self-discipline, and responsibility, achieve higher grades, enjoy school more and be more successful after leaving high school.

1. When a student is absent from school the student is required to have a parent or guardian contact the attendance secretary by 9:00 AM to verify the students absence. Failure to do so will result in an unexcused absence until the issue has been satisfactorily resolved with the principal.
2. Students who know they will be gone or plan on attending a school sponsored activity need to make-up all work **prior to the activity**. This may be waived by the individual teacher but students must check with all teachers.

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3. Attendance will be taken each period and turned into the office. A daily attendance will be prepared by the office and e-mailed to each teacher at the end of the day.

Section 3 Attendance and Absences

Absences From School - Definitions. An absence from school will be reported as: (a) an excused absence or (b) an unexcused absence.

1. Excused Absences. Absences should be cleared through the Principal's office in advance whenever possible. An absence or tardy, even by parental approval, may not be excused. All absences, except for illness, a death in the family, or an extraordinary circumstance, require advance approval. An absence for any of the following reasons will be excused, provided the required procedures have been followed:
 - (A) Attendance at a funeral
 - (B) Illness which causes a student to be absent from school
 - (C) Doctor or dental appointment which require student to be absent from school
 - (D) Court appearances
 - (E) School sponsored activities which require students to be absent from school
 - (F) Family trips in which student accompanies parent(s)/legal guardian(s),
 - (G) Other absences which have received prior approval from parents and the Principal

The Principal has the discretion to deny approval for the latter two reasons, depending on circumstances such as the student's number of other absences, the student's academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

Perfect Attendance Grades K-6

A perfect attendance award will be presented to elementary students that do not have any absences, tardies, or early outs during the school year.

Nine Class Absence Policy

1. Each student will be allowed a maximum of 9 absences per class, per semester. Time missed in excess of this limit will be made up in summer school or before and after school. Absences resulting from participation in school activities or suspensions will not count toward the 9-day limit. Students and parents will be informed after 6 absences from any class. Failure to make up the time will result in loss of credit. Elementary and Junior high absences in excess of 9 days must be made up or retention may become a consideration.
2. A student may receive a waiver of make-up time if he or she can successfully demonstrate with documented evidence, to an attendance committee, that all absences, for which a waiver is requested, have been excusable absences.

Note- Suspended days do not count toward the nine-day maximum if work is successfully

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completed.

3. The following scale will be followed on reduction of credit for students grade 9-12:
10-14 days absent 1 credit deduction or waiver
15-19 days absent 2 credit deduction or waiver
20-24 days absent 3 credit deduction or waiver
25-29 days absent 4 credit deduction or waiver
30+ days absent 5 credit ded./no credit or waiver

When filling out a waiver form the student and parent should include documentation for hospitalizations, long term illness, family illness or deaths, parent trips or other situations. It would be expected that the student attend all classes after the waiver implementation except for extreme emergencies or illness. In such cases, the parent shall notify the principal.

It is extremely important that students and parents realize and understand that the nine days of absences built into this attendance policy are not to be considered as approved days to skip classes. They should be thought of as a sick bank to be used only when really needed. If those days are used carelessly, there may not be enough days in the bank when they are really needed. In addition, students may jeopardize their educational opportunities in each class they have missed.

Section 4 Excessive Absenteeism

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal of their attendance center.

Truancy is the failure to attend school for the minimum number of days established in the school calendar by the board. Truancy is the act of being absent without a reasonable excuse.

The superintendent shall designate an attendance officer. The attendance officer will investigate the report of any child who is unlawfully absent from school.

If any student has accumulated a total of five (unexcused; excused and unexcused) absences per quarter or the hourly equivalent of five absences, the school shall render all services in its power to compel the student's attendance. These services shall include the following:

1. A meeting or meetings between the attendance officer or designee, the student's parent/guardian and the student to solve the truancy problem
2. Educational counseling to explore alternative educational programs to solve the truancy problem.
3. Educational evaluation to assist in determining the specific condition(s) contributing To the truancy problem
4. Investigation of the problem by a school social worker or designee to identify conditions contributing to the truancy problem, meeting(s) with the parent/guardian and referrals to appropriate agencies to remedy the conditions.
5. If the problem continues, the attendance officer shall serve written notice to the parent/guardian warning him/her of the need to comply with the compulsory attendance statute of section 79-201. If the violation continues, within one week a report shall be filed with the county attorney as required by law.

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Students are subject to disciplinary action for truancy including suspension and expulsion. It shall be within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy. Disciplinary action for students receiving special education services will be assigned in accordance with the goals and objectives of the student's Individualized Education Program.

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy. The administrative regulations shall indicate the disciplinary action to be taken for truancy

Section 5 Tardiness

Tardy to Class: Students will be considered tardy to class if they are not in their classroom when the tardy bell begins to ring, unless they have a pass from the teacher who detained them. Specific tardy guidelines once students are in the classroom doorway are at the discretion of the classroom teacher. Students have a sufficient time period between all class changes to make it to their next assigned class on time.

7-12 Tardy Policy

Students will be allowed 2 unexcused tardies per class/semester. When the 3rd unexcused tardy is received that student will be given a zero for the periods work. Each additional tardy will result in a zero for that class period. Teachers may at their discretion assign detention time at 30 minutes per tardy. Repeated unexcused tardies can result in Saturday school, in-school suspension, and/or suspension or expulsion. Students tardy to study hall will be assigned detention. All students who have to cross the railroad tracks know that the possibility exists that they may be delayed by a train, therefore they should always allow enough time just in case they are delayed. If our school buses can arrive on time and are not delayed then individual students should arrive on time.

K-6 Tardy Policy

Two unexcused tardies will result in a loss of recess time. Excessive tardies will result in after-school detention.

Section 6 Leaving School

Students who must leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to check in at the office. Students who leave without permission and without signing out in the proper manner will be considered truant.

Section 7 Attendance is Required to Participate in Activities

Students must attend school all day the day of any scheduled school activity in order to participate in the activity. This includes sports contests, practice and dances. Failure to attend on that day will result in a student being withheld from participation in the activity. The principal or athletic director retains the right to grant participation should exceptional circumstances prevail.

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Section 8 Make-up Work

Make-up work will be required for all absences. For authorized absences, a student will have two days after the first day of the absence and one more day for each day of absence to hand in the make-up work. Example: If a student is absent one day, he has the day of his return and the next day to make up his missed work. If he is gone two days, he will have the day of his return and two more days to make up the work. After this period of time, if the work is not handed in or no special arrangements have been made with the teacher, the late paper policy of the teacher will be implemented. Note that assignments given prior to an absence and due on the day of an absence are due on the day of a student's return. This requirement can be waived by the individual teacher. For all unauthorized absences from class, including single period "skips" and trancies and absences for disciplinary reasons, the student will be given a grade of "0" for that day if the class work that is missed is not made up and handed in on the day of his or her return to school after the absence. If the make-up work is satisfactorily completed and handed in on the day of the return, 70% of the grade received will be awarded instead of the "0".