

## **Attendance Policy Sample 1**

### **Attendance**

It is essential that the child attends school regularly in order to provide continuity in the learning program and to enhance the probability of success in school. Absences for reasons other than illness or emergency situations are to be avoided. The student is responsible for missed assignments. Doctor's appointments, dentist's appointments, and vacations should be scheduled for times when school is not in session. If a child must be absent from school, we request that you call our office by 9:00 A.M. to inform us about the reason for absences.

When a child accumulates the number of days absent equal to 10% of a quarter, the parent will be informed in writing of the exact dates of the child's absences. The parent will also be informed that future absences that quarter will require a doctor's excuse.

Students who are absent for five (5) or more consecutive school days with an extended illness are required to bring a doctor's excuse prior to being readmitted to class. The only exception to this rule will be students who have had chicken pox. In those cases, a note from the parent will suffice.

If doctor's excuses are not provided in either of the above situations, the absence will be considered unexcused.

Students should be punctual for each class day. If a child is tardy, the parent/guardian is expected to come to the office to "sign-in" the child or send a signed note with the child explaining reason for tardiness.

If a child must leave before the end of the school day, the parent/guardian must come to the office to "sign-out" the student. Please send a note to the child's teacher requesting early dismissal.

### **Tardiness**

The school tardiness policy is to establish a uniform code for student's punctuality in attending a normal school day.

Salem Lutheran School requires all students to be prompt at the beginning of the school day. We believe that consistent tardiness not only disrupts classroom procedures but also creates a negative impact on the student's general welfare and development.

### **Tardiness – Control**

- Late arrival or early departure will be counted as a tardy if the student misses less than 2 hours of school.
- The classroom teacher is responsible for all attendance records and parent notification as indicated in this policy.

- The classroom teacher will notify the principal when a student's tardiness has reached a third offense.
- Each student may be tardy to school classes three (3) times during each school quarter.
- The fourth tardy per quarter will result in a \$10 fine. (Each additional tardy will be fined \$10). All school records will be held until the fine has been paid.
- The maximum fine, for each family, will be \$10 per tardy offense.
- Prearranged circumstances, between the classroom teacher and the parent, that result in school tardiness will be considered an excused tardy.

### **Absence**

Half-Day Absences – if a student misses more than 2 hours but less than 4 hours

Full-Day Absences – if a student misses more than 4 hours on a given school day

1. Parents are expected to notify the school when a child will be absent. When the child returns, parents are expected to send along a signed note explaining the reason for the absence. Or, the parent shall request a readmit pass through the office or latchkey.
2. When a child is absent from school, it shall be the child's responsibility to make up the necessary homework. The teacher will alert the child of the necessary work to be completed. However, it shall not be the teacher's responsibility to daily remind the student about the work that is still to be completed. The days allowed for make-up work are equal to the number of school days missed. Absences due to family emergencies will be handled according to these guidelines.
3. The practice of taking children out of school for extended family vacations/travel and for other personal reasons during the school year is highly discouraged. If deemed necessary to take a child out of school, in order to receive "excused" absences, the child's teacher(s) shall be notified in writing at least five school days in advance so that the teacher(s) may make the necessary preparations to provide the child with the homework requirements. Having received the advance notifications, the teacher(s) will strive to provide the student with homework prior to their absence. All assigned work is due on the day the child returns to class. Missed tests/quizzes are to be completed during school time at the teacher(s) earliest convenience.
4. For a student to receive credit in any grade/class, the student's total yearly absences may not exceed 18 days. The parent must consult with the principal to request a waiver if there are circumstances/causes that warrant special consideration. In some instances it may be necessary for a student to take additional classes in summer school.