

ATTENDANCE AND PUNCTUALITY

Students are expected to attend school regularly and to be on time for classes in order to benefit from the instructional program and to develop or reinforce habits of punctuality, self-discipline and responsibility. Attendance laws require regular school attendance and punctuality with both the school and the parent/guardian having responsibility for enforcing these laws.

Regular attendance has been demonstrated to positively affect a student's chances for academic success. Studies indicate that attendance patterns established in primary grades generally persist. The role of the parent/guardian in building and supporting positive attitudes toward school attendance is critical. Since any absence from class is detrimental to the learning process, it is our goal to keep student absences to an absolute minimum.

RESPONSIBILITIES OF STUDENTS:

- 1/ To attend school daily.
- 2/ To arrive on time to each class with all necessary materials and books.
- 3/ To bring a note to school from parent/guardians explaining any absence from classes.
- 4/ To follow any specific attendance and punctuality procedures established at individual schools.

RESPONSIBILITIES OF PARENTS/GUARDIANS:

- 1/ To foster patterns of regular school attendance and punctuality in their children including sending their children to school daily and in a timely fashion.
- 2/ To recognize that illness, medical or dental appointments which cannot be scheduled outside of the school day, or a death in the family are the only legal reasons to allow a student to be absent from school.
- 3/ To notify the school of each absence in the manner identified in the specific attendance and punctuality procedures of the child's school.
- 4/ To notify the school of any medical determination that a child will be unable to attend school for a period of more than ten days and to begin the procedure for identifying the possible need for home teaching.

RESPONSIBILITIES OF THE SCHOOLS:**I. TEACHERS -**

- 1/ To take roll daily and to maintain an accurate register in accordance with the attendance and punctuality procedures of the school.
- 2/ To stress the importance of regular attendance and punctuality with their students and to acquaint them with the consequences of non-conformity.
- 3/ To provide class assignments for pupils who are absent from school for short term illness.
- 4/ To provide study contracts for students who will be absent from school because of unusual family situations or emergencies.

II. SITE ADMINISTRATORS -

- 1/ To emphasize the importance of regular attendance and punctuality in communications with parents, students and staff members.
- 2/ To enforce district procedures for verifying reasons for absences and for dealing with trancies and tardies and for absences and for notifying parents of unexplained absences.
- 3/ To establish specific attendance and punctuality procedures, including daily roll taking and the maintenance of accurate attendance records.
- 4/ To report all truants and habitual truants to the district attendance supervisor and to parents/guardians.

RESPONSIBILITIES OF THE BOARD:

- 1/ To emphasize the importance of regular attendance and punctuality in communications with parents/guardians, students and the general community.
- 2/ To establish and appoint members to a school attendance review board to deal with students with excessive absences.

Adopted: August 28, 1985