



**Subject:** Attendance Policy

**Effective Date:** 08/21/2025

**Approved By:** Board of Directors

**Policy:** 4409

Attendance is a key factor in student achievement, and therefore, students are expected to be present each day school is in session.

The Director of Schools/designee shall ensure that this policy is posted in each school building and disseminated to all students, parents, teachers, and administrative staff.

The attendance supervisor shall oversee the entire attendance program which shall include:

1. All accounting and reporting procedures and their dissemination;
2. Alternative program options for students who severely fail to meet minimum attendance requirements;
3. Ensuring that all school age children attend school.

Student attendance records shall be given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without the consent of the student or parent/guardian.

Absences shall be classified as either excused or unexcused as determined by the principal/designee. If an absence is unexcused, the work missed may be made up for credit within five (5) days of returning to school from said absence.

Out-of-school suspension days will be considered unexcused absences and students absent for out-of-school suspension shall be allowed to make up the work missed within five (5) days of returning to school from said absence and receive eighty percent (80%) of the grade earned. If a grade was not taken for the day missed, no deduction in grades will occur because of the absence.

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**Excused absences shall include:**

- Personal illness/injury (parent/guardian note required up to 8 days; doctor's note required after that)
- Illness of immediate family member (doctor's note may be required)
- Death in the family
- Extreme weather conditions
- Religious observances
- Military Service of Parent/Guardian
- Pregnancy
- School-endorsed activities
- Summons, subpoena, or court order
- Non-school-sponsored extracurricular activity (with prior approval and documentation)
- Emergencies as determined by the principal

The principal shall ensure:

1. Attendance is checked and reported daily for each class;
2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent;
3. All student absences are verified;
4. Written excuses are submitted for absences and tardiness; and
5. System-wide procedures for accounting and reporting are followed.

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**Truancy**

Students shall be present at least fifty percent (50%) of the scheduled school day in order to be counted present. Students receiving special education services may attend part-time or alternating days as indicated in their IEP or 504 Plan.

Students who are absent five (5) days without adequate excuse shall be reported to the Director of Schools/designee who will notify the parent/guardian. If no documentation is provided, the progressive truancy plan will be implemented.

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### **Progressive Truancy Intervention Plan:**

- **Tier I:** Schoolwide prevention supports and daily communication of absences/tardies.
  - **Tier II:** After five (5) unexcused absences: conference with parents, attendance contract, follow-ups, and support referrals.
  - **Tier III:** If Tier II is unsuccessful: additional interventions such as social workers, mentors, or community resources.
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### **Perfect Attendance**

To be eligible for perfect attendance, a student must be present for the minimum state requirement for a school day. Excused absences for religious observances shall not count against perfect attendance.

Grades K–8: Individual schools are encouraged to provide incentives for regular attendance.

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### **Tardies K–8**

Being on time is essential. Tardies related to car problems, traffic, oversleeping, etc. are not valid. Excused tardies require:

- Doctor's statement,
  - Court notice, or
  - Parent confirmation (illness or approved reason).
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### **State-Mandated Assessment**

Students who are absent on state-mandated testing days must present a doctor's note or have prior excused release from the principal. Students with excused absences may take make-up tests. Students with unexcused absences will receive a failing grade on that assessment.

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### **Attendance Hearing**

Students with excessive (more than 5) unexcused absences shall have the opportunity to appeal to an attendance hearing committee. Parents/guardians will be notified of the hearing and given the chance to participate. Decisions may be appealed to the Director of Schools and subsequently to the board.