

Attendance/Tardy Policy

Purpose: *To increase student engagement, promote positive connections between students and staff, and create a safe and collaborative environment conducive to learning.*

RESPONSIBILITIES FOR:

Students:

Arrive to school each day by 8:20 am.

Report to 1st period and be in seat by 8:25 am.

Report to each class and be in seat with required materials ready to learn by tardy bell.

Communicate with teachers about makeup work surrounding absences to make arrangements for earning credit for missed work.

Parents:

Ensure that students arrive to school each day by 8:20 am in time to secure materials and report to 1st period by 8:25 am.

Notify Attendance Clerk of any absences and provide a written note (from parent or doctor) upon the student's return to school.

Submit an Absence Request Form at least a week in advance of any planned absences to receive approval for makeup work/assignments.

Teachers:

Record attendance within 10 minutes of the start of class every period, every day.

Mark an unexcused absence when a student is more than 10 minutes tardy or misses more than 10 minutes of class without an excused pass.

Notify students of each tardy and parents when their child reaches 3 tardies and for each unexcused absence due to tardiness or truancy/skipping.

Notify Attendance Clerk of any attendance reporting corrections by the end of the work day.

1st tardy: Teacher notifies student, records on attendance report

2nd tardy: Teacher notifies student and parent, records on attendance report

3rd tardy: Teacher notifies student, parent and administrator; assigns before/after or lunch detention

4+ tardies: Teacher notifies student and parent; submits office referral

*Unexcused absence due to truancy/skipping: Teacher notifies parents and submits referral