

STUDENTS

Attendance and Truancy

A telephone call, a written note, or electronic communication from a parent is necessary when a student is absent or late for any reason. Notes shall be given to the attendance secretary, and teachers shall be given a list of students to be admitted. All absences and tardies shall be recorded on the report card.

The principal or designee will attempt to contact, by the end of the school day, any parent, guardian, or legal custodian whose child is absent from school, but who has not reported the child absent for the school day, to determine whether the parent, guardian, or legal custodian is aware of the child's absence from school.

*Attendance Policy*

Specifics regarding numbers of absences and consequences for excessive absenteeism for all students are found in the student handbooks.

*Tardies*

Classroom tardies should be handled by the teacher. Excessive tardies may be referred to the Building Principal.

Legal References:

Cross References:

Policy History:

Adopted on: 5.8.2012