**Attendance Policy**

1. Regular attendance is expected of all students and is a necessary factor in achieving success. Work missed can never be made up in a completely satisfactory manner because the value of class activities is missed forever.

2. Absences are excusable for illness, recovery from an accident, required court attendance, professional appointments, death in the immediate family, observation or celebration of a bona fide religious holiday, and such other good cause as may be acceptable to the Superintendent (Board of Education Policy 5200).

3. Absence for such reasons as camping, vacations, non-school activities, or visiting is discouraged. Late night activities that cause a student to be tardy or absent the following day are also discouraged.

4. We also discourage scheduling of dentist or doctor appointments during school hours.

**Call-In Procedures for Absences**

Parents are requested to call the school by 9:00 AM on each day a student is absent from school.

If parents have not called by 9:00 AM, school personnel will call to check on the child.

In the event that phone contact was not made by home or school, parents are requested to send a signed and dated note on the day the child returns to school explaining the reason for the absence.

**Recording Attendance**

Attendance is recorded twice each day: once in the morning and then again in the afternoon. Teachers mark students as either present, absent, or tardy.

Students are expected to be in their seats ready to begin work five minutes after the morning bell and five minutes after the noon-recess bell. Students are marked tardy if they are not in the classroom within the time specified.

**Excessive Absences**

Excessive absence from school is defined as ten or more days absent (excused or unexcused) and/or ten or more tardies.

1. At ten days absent and/or ten tardies, parents will receive a letter indicating the total days absent and the total number of tardies recorded. The Principal will then confer with the parents to determine the circumstances surrounding the absences and/or tardies and to determine if further action is necessary.

2. At 15 days absent and/or 15 tardies, parents will receive a second letter indicating the total days absent and the total number of tardies recorded. The parent and/or guardian must submit a written statement explaining the reason for the absences and/or tardies.

3. At 20 days absent and/or 20 tardies, the Principal will determine to either submit a petition to the Court for resolution or seek an alternate remedy.

<http://www.westiron.org/elementary/attendance.htm>