

ABSENCE/TARDY POLICY

All absences/tardies to school are handled through the Attendance Office.

Students must bring a medical or parent note to the attendance office after each absence. **In order for an absence/tardy to be excused – a note is expected to be submitted within 5 days.** The attendance office will verify the note and report to the staff the status of the absence, excused or unexcused. Students are expected to make up work for any absence by working with the teacher to ensure all formative and summative assessments are completed following any absence. Truancy is defined as being absent/tardy for three (3) days of school unexcused. A student who is absent/tardy six (6) unexcused days will be considered a habitual truant and may be reported to the appropriate legal authorities

- **Tardy to/from School** – At any time during the school day a student misses less than 60 minutes at one time, it is considered a tardy to/from school. This tardy could occur at the beginning, middle or end of the school day.
- **Absent from School** – (A) Absent all day = full day absence (B) Absent partial day – (more than 60 minutes) – these absences will be calculated by number of minutes missed to equal a percentage. These partial absences accumulate over the school year to equal full day absences. Ex: missing 75 minutes equals a 20% absence.

TARDY TO CLASS

All class tardies are handled by the teacher and recorded in IC. Students presently at school but not inside the classroom or designated area at the start of class and arrive within 10 minutes of the start of class, are considered tardy. Tardies will be counted per class; once a student has been tardy to a class multiple times, there will be consequences assigned to that student. The consequences are as follows:

1st offense: Warning

2nd offense: Parent Contact

3rd offense: Disciplinary Referral with ASD

Subsequent Offenses: Repeat offenders will continue to receive disciplinary referrals with assigned consequences from an administrator.

*Tardy count resets at the end of each nine-weeks.

SKIPPING

Students presently at school but not inside their class or designated area within **10 minutes** of the start of class will be considered skipping class and given a disciplinary referral.