

Dailey Elementary Attendance Procedure

Attendance

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in order of its introduction. If a student is absent, much of that experience cannot be made up. Therefore, parents are encouraged to help their children establish a regular and prompt attendance pattern.

If a student is unable to attend school, parents are asked to call the school office and report the absence (591-9357). Calls may be made 24 hours a day by leaving a message on the voice mail system. In the event that we do not receive notification of the absence, the office may attempt to call home to make every attempt to locate missing children to insure their safety and well-being.

Attendance Policy:

- Student arrives after 8:15 a.m.....TARDY
 - Student leaves before 9:00 am or arrives after 1:30 pm.....FULL DAY ABSENT
 - Student leaves and misses more than 2 hours.....HALF DAY ABSENT
 - Student leaves between 2:13-3:13 p.m.....LEFT EARLY
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- ❖ After 3 tardies in one semester, parent/guardian is notified by letter.
 - ❖ After 5 left earlies in one semester, parent/guardian is notified by letter.
 - ❖ After 7 absences or 10 tardies, parent/guardian is notified by letter.
 - ❖ After 10 unexcused absences a truancy officer will be notified.
 - ❖ After 15 absences or 20 tardies/left earlies, parent/guardian is notified by second letter and a truancy officer may be notified.

Absences-Excused

Parents upon request shall provide a written explanation for their child's absence by the third day of the occurrence. Students may be excused from school for one of the following reasons and will be provided an opportunity to make up missed school work and/or tests: personal illness but not illness in the family unless the circumstances are approved by the Principal, death in the immediate family, bona-fide religious holiday, recovery from accident, required court attendance, professional appointments, such other good cause as may be acceptable to the building Principal.

Absences-Unexcused

Unjustifiable absences or excused absences that have not been documented by a note from home by the third day of the occurrence will result in an unexcused absence being recorded. After 10 unexcused absences a student will be considered a "Habitual Truant" and a truancy officer will be notified which could result in a hearing before a judge in a court of law, a report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.