

Regulation 5200.1 ATTENDANCE - Elementary Schools (K-4)

A. Definitions

1. "Attendance" is a pupil's presence in school and in the classroom to which he or she is assigned at the times scheduled for instruction or other school activities.
2. "Excused absence" is a pupil's absence from school for a full day or a portion of a day for one or more of the following reasons:
 - a. The pupil's illness;
 - b. A death or critical illness in the pupil's immediate family;
 - c. Quarantine;
 - d. Observance of the pupil's religion on a day approved for that purpose by the State Board of Education;
 - e. The pupil's suspension from school;
 - f. The pupil's required attendance in court;
 - g. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day.
3. "Truancy" is a pupil's absence from all or a part of the school day without the knowledge of the pupil's parent.
4. "Unexcused absence" is a pupil's absence for all or part of a school day for any reason other than those listed in A2 above.
 - a. Absence is expressly not excused for any of the following purposes (this list is intended to be illustrative and is not inclusive):
 - (1) Family travel,
 - (2) Performance of household or baby-sitting duties, and
 - (3) Hunting.
 - b. Instances of tardiness in the number established by Policy No. 5200 will constitute a single unexcused absence.
5. "Perfect Attendance" is a pupil's attendance at school everyday with no tardiness or early dismissals.

B. Notice to school of a pupil's absence

1. The parent or designee of a pupil who attended morning session but will not attend afternoon session must follow sign-out procedures.
2. A parent or adult pupil who anticipates a future absence or anticipates that an absence will be prolonged should notify the school.

C. Readmission to school after an absence

1. A note explaining a pupil's absence for noncommunicable illness, tardiness, or early dismissal must be accompanied by a physician's statement.

2. A pupil who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of communicable disease, in accordance with Policy No. 8451.

D. Instruction

1. Teachers are expected to cooperate in the preparation of home assignments for pupils who anticipate an excused absence.
2. Pupils absent for any reason are expected to make up the work missed. The pupil is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.
3. In general, pupils will be allowed a reasonable time to make up missed work for each one day of absence. Teachers shall make reasonable accommodations to extend time for pupils.
4. A pupil who missed a test because of an excused absence shall be offered an opportunity to take the test or an alternate test; in no case will a pupil who missed a test because of his or her observance of a religious holiday be denied an opportunity to make up the test.

E. Recording attendance

1. Teachers must accurately record the pupils present, tardy, and absent each day in each session or each class.
2. A report card will record the number of times the pupil was absent and tardy in each marking period.

F. Attendance improvement plan

1. The Superintendent will collect attendance data from each of the schools in the district and calculate the average daily attendance rate for the district and for each school. The attendance rate shall be calculated by dividing the total number of pupil days present for all pupils by the total possible number of pupil days present for all pupils and multiplying the result by one hundred.
2. When the average daily attendance rate is below 90% for the district or below 85% in any one school, the following attendance improvement plan shall be implemented, district-wide or in the affected school, as appropriate.
 - a. The Superintendent is responsible for implementing the attendance improvement plan district-wide. The principal is responsible for implementing the attendance improvement plan in any school.

- b. Data Entry Personnel will identify and report to the Assistant Principal or Principal the pupils for whom prompt attendance is a problem. The Assistant Principal or Principal will confer with the parent of each identified pupil by telephone or in person to determine the causes of the pupil's poor attendance and to impress upon the parent the district's attendance expectations. Every reasonable effort shall be made to determine whether the pupil's absenteeism is caused by an inappropriate educational program; if necessary, the pupil's instructional program will be modified.
- c. At the end of the school year, the Principal will compile a list of pupils at risk for attendance problems at each grade level.
- d. The Attendance Officer shall conduct a follow-up visit to the parent if the pupil's attendance fails to improve.

G. Excessive Absence/Tardiness/Early Dismissal

The following steps will be taken for students who continue to have excessive, unexcused absences/tardiness/early dismissal:

1. 7 days - Warning letter sent to parent/guardian
2. 10 days - Letter sent to parent/guardian indicating a conference is required with administration, guidance and the school social worker. At the conference, ways of improving the attendance of the pupil will be discussed, as well as parental requirements/penalties should court action be warranted. Parents are contacted personally should the student continue to have unexcused absences beyond the ten days.
3. 15 days - Parents are contacted indicating that they will be taken to court by the school administration.

Parents will be notified of these regulations for students (K-4) through student agendas, school newsletters, back-to-school night, etc.

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