

**PROCEDURES**Attendance – Grades K - 8

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**Philosophy**

Good attendance and punctuality are necessary for children to maximize their educational opportunities. Elementary and middle school years are important for students because they learn and master basic skills, develop work attitudes, self-discipline, as well as other group norms that help them pursue lifelong education.

These Procedures do not specify certain penalties for violations because of the age of the students. The purpose is to work with parents and their children to comply with the law and become educated. To this purpose, administrative guidelines that establish the definition for an absence and a tardy shall be consistent between grade levels and buildings.

**(K-5) Elementary School Procedures**

After individual classroom teachers have exhausted ideas to motivate students to attend, and or arrive on time, the principal will become involved.

The parent(s) or legal guardian will be contacted for one or more conferences with the teacher and/or principal.

If, after counseling session(s) with the principal and/or attendance officer and/or social worker and with the parents(s)/legal guardian, absenteeism and/or tardiness of the student is still unacceptable, the case will be turned over to the civil authorities.

The Principal is given the discretionary authority to apply the most appropriate decision for each individual situation.

**(Grades 6-8) Middle School Procedures**

When students reach their preadolescent stage and begin middle school, they have more responsibility and independence to manage. Parents will be involved with problematic behavior, but initial warnings will be directed to the students. Students must learn that there are consequences for inappropriate behavior and/or not complying with rules/laws.

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**Disciplinary Action:**

**Excessive Tardies (four or more)**

- Minimum: Parent Notification and/or Detention  
In-House Suspension (up to 3 days)  
Suspension (up to 5 days)
- Maximum: Suspension (10 days) and/or referral to civil authorities

**Skipping**

- Minimum: Parent Notification and/or Detention  
In-House Suspension (up to 3 days)  
Suspension (up to 5 days)
- Maximum: Suspension (10 days) and/or referral to civil authorities

**Truancy**

- Minimum: Parent Notification and/or Detention  
In-House Suspension (up to 3 days)  
Suspension (up to 5 days)
- Maximum: Suspension (10 days) and/or referral to civil authorities