

Attendance Policy

Each teacher will monitor and record all student absences. In the event of an absence, the attendance procedures as outlined below must be followed.

1. On the first day of an absence, the parent or guardian should notify the school of the student's absence. Be sure to call the office during business hours (7:30 am – 4:00 pm) Absences must be cleared within 48 hours or will be coded as unexcused.
2. If a phone call is impossible, students are required to bring a note to the Brookside office before school on their first day back to school.
3. Notes must contain the first and last name of student, reason for absence, days/date of absence, signature of PARENT OR GUARDIAN.
4. Students who will be absent for 3 or more days and request homework must allow the office 24 hours to secure assignments from the teachers.
5. If student absences are not cleared by parent contact, the absence will be listed as unexcused.
6. State law permits the following reasons for excused absences or tardies:
 - a. Illness
 - b. Dental or medical appointments
 - c. Death in immediate family
 - d. Authorized religious holidays
 - e. Subpoena to court
 - f. Quarantine
 - g. School-sponsored activityAll other absences are UNEXCUSED.
7. If an absence of 3 or more hours/periods has not been cleared through parent contact or note, efforts will be made to notify the parent by phone.
8. If a student is tardy (unexcused) to school, lunch detention may be assigned.
9. Excessive accumulated absences will be addressed with behavioral consequences including, but not limited to, lunchtime detention, visits by the school resource officer or Lincoln Security personnel, or transportation to the truancy center.

Tardy Policy

# of Tardies	Consequence
1-3	<i>Warning</i>
4	<i>Contact parent – truancy letter</i>
5	<i>Student loses morning recess – Parent Conference</i>
6	<i>Student loses lunch recess – Parent Conference</i>
7 or more	<i>Saturday School – Parent Conference</i>

* A student with a chronic tardy problem may be referred to the principal and/or School Attendance Review Board.