

STUDENT ATTENDANCE / STUDENT ABSENCES AND TARDINESS

Regular school attendance is essential to academic success. Because the process of education depends upon exposure to subject matter, continuity of instruction and class participation, absence from class is detrimental to student learning. The interaction of students with the teacher and with other students contributes to mastery of content, critical thinking, and development of effective communication and social skills.

Responsibility for maintaining student attendance is a shared responsibility.

- A. Except for excused absences, students are expected to attend school every day, arrive at school and to each class on time, and remain in school for the full day.
- B. Parents are expected to ensure that their children arrive at school each day on time, remain in school for the full day, and attend school consistently throughout the year.
- C. Schools will maintain a comprehensive attendance record for each student. School staff are expected to monitor attendance and communicate with parents and students regarding attendance and tardiness.
- D. Parents/guardians must notify the school when their child is absent, providing documentation within three days. Schools will verify the reasons for absences and may require further evidence, such as medical notes, for extended or frequent absences.
- E. School staff will maintain accurate attendance records, regularly review data for patterns of absenteeism, and provide timely reports to parents/guardians. Chronic absenteeism will prompt proactive measures.

The Superintendent, in consultation with school administrators and, as appropriate, other school unit staff, shall be responsible for developing rules and procedures related to student attendance. Such rules and procedures will include provisions for:

- A. Disciplinary consequences for unexcused absences, tardiness, early departures and absences from classes;
- B. The potential academic consequences of excessive absenteeism; and
- C. The making up of tests, quizzes and other work missed during excused and unexcused absences.
- D. To promote regular attendance, the Superintendent may recommend incentive programs for Board approval, which may include recognition for exemplary attendance.

The Board's policy and the schools' attendance rules and procedures will be communicated to students, parents, administrators and staff by means of student and staff handbooks, student and parent orientations and/or other means as deemed effective and appropriate. The potential disciplinary consequences for unexcused absences from school or class and for unexcused tardiness and early departures will be included in the student code of conduct.

CROSS REFERENCE: JEA – Compulsory Attendance
 JEAA-R – Procedures for Student Attendance/Student
 Absences and Tardiness
 JFC – Dropout Prevention/Student Withdrawal from School
 JHB - Truancy

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