

## **ATTENDANCE / ABSENCE**

The responsibility for attendance at school belongs to the parent(s)/guardian(s). The school is required to keep an accurate record of daily attendance. This record is to be signed by the teacher, placed in the school file, and kept in perpetuity. Attendance data must be entered on the student's permanent record.

When a student has been absent, the school must require a written excuse from parent(s)/guardian(s). If a student is absent without an excuse or if the school has reason to suspect the validity of the excuse, the principal should investigate the situation and apply appropriate solutions.

When parent(s)/guardian(s) take their children out of school because of family vacation/personal plans, it is with the understanding that class participation cannot be made up. However, upon returning, assignments may be given and completed within a reasonable time.

### **Notification of Absence**

If a student will be absent from school, the parent/guardian shall notify the school as soon as possible. If the absence is unreported, a person so designated, shall call the parent/guardian to verify that the child is absent with the knowledge of the parent(s)/guardian(s).

### **Tardy Students**

Policies and procedures for students who are tardy will be developed, published and implemented by the individual school. Ordinarily reduction in grades earned or monetary fines shall not be a penalty.