

FILE: JBD
Cf: JB, JBA

WRITTEN EXCUSES

For a student to be eligible to receive credit and make up work following an absence, the student shall be required in each instance to submit parental confirmation of the reasons for the absence. If a student is tardy or absent, the parent or guardian must submit a written excuse, signed and dated, to school authorities upon the student's return to classes, stating the reason for the student's absence from school. A doctor's, dentist's, or nurse practitioner's written statement of student's incapacity to attend school shall be required for those absences for three (3) or more consecutive days due to illness, st

the bell to begin class ceases. A student shall be considered tardy to school if the student is not in his/her homeroom/first period class when the bell to begin homeroom/class ceases. Tardy shall also mean leaving or checking out of school unexcused prior to the regularly scheduled dismissal. Habitual tardiness on the part of students shall not be tolerated.

Students who exhibit habitual tardiness shall be subject to disciplinary action, appropriate under the circumstances. Parents of students who continue to be tardy shall be notified for a conference with the principal, and the student may be subject to suspension from school and the parent/legal guardian subject to court fines or community service.

The School Board shall authorize each school's School Improvement Team to establish regulations unique to that school addressing tardies and which may include, but not be limited to the following:

1. Principals or designees may deal with first through third tardies according to the individual school plan.
2. A student who accumulates four (4) unexcused tardies shall be assigned to clinic (or time-out) room. The parent/guardian shall be contracted by the principal or designee.
3. A student who refuses clinic or time-out room shall be suspended pending a parent/guardian conference. If the parent comes that afternoon or the next morning, no suspension shall be officially recorded.
4. If the parent/guardian does not come for a conference as requested, the student shall be officially suspended for two (2) days.
5. The above process shall be repeated as needed. Excessive repeating of this process shall be reported to the Supervisor of Child Welfare and Attendance.

PREKINDERGARTEN ATTENDANCE

1. Any student below the age of seven (7) who legally enrolls in public school shall attend school. Every parent, tutor, or other person responsible for sending a child to a public school shall assure the attendance of such child in regularly assigned classes during regular school hours established by the School Board.
2. As absences occur, a written statement from a physician, parent, or legal guardian shall be given to proper school personnel immediately or within five (5) days after the student returns to school. After five days, the absences will have to be approved by the Supervisor of Child Welfare and Attendance.

3. A child that has been absent more than five (5) days per month without approved extenuating circumstances may be terminated from the program for failure to follow the attendance policy. A prekindergarten attendance zone transferee or waiting list applicant may fill the vacant position. Further eligibility for the terminated child to re-enter the program will depend upon vacancies after a 30-day waiting period and a parent conference to establish a faithful, binding, .
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