

ATTENDANCE

Good attendance is of critical importance for the students of Alvaton Elementary School. Our school has maintained an excellent record of attendance in the 96-97% range in recent years. Please note the following guidelines for elementary students as set forth by the Warren County Board of Education: Pupils are required to attend regularly and punctually the school in which they are enrolled.

1. **Truancy Defined:** *Any pupil who has been absent from school without a valid excuse for three (3) or more days, or tardy for three (3) or more days without valid excuse is a truant. A pupil who has been reported as a truant two (2) or more times is a habitual truant. A habitual truant will be reported to the Director of Student Services of Warren County Schools and the parents may be required to appear before the Warren County Family Court Judge.*
2. **School Hours:** Our school day begins at 8:15 a.m. and ends at 3:15 p.m. Students will be counted as tardy if they check in after 8:15 a.m. or check out before 3:15 p.m. Students should be at school and on time unless they are out for an excused reason.
3. **Excused Absences and Tardiness:** An excused absence or tardy is one for which work may be made up and which has been verified by the principal, such as:
 1. Death or severe illness in the pupil's immediate family;
 2. Personal illness of the pupil;
 3. Appearance in court of the pupil pursuant to a warrant, Subpoena or citation;
 4. Participation in school-related activities approved by the principal or designee;
 5. Other valid reasons as determined by the principal or designee.

All other absences and tardiness shall be considered unexcused.

4. **Calculating Absences:** If a student misses 60 minutes or less of the school day, he is counted tardy. If a student misses 60 minutes or more of the school day, he is counted absent a percentage of the day (e.g. 53% absent).
5. **Notes Required:** When students return to school, they should provide a note to their teacher or the office signed by a parent or physician. There should be notes for tardiness as well as absences. When students are late for school, they must check in at the office and get a tardy slip. Checking out of school before 3:15 p.m. is also counted as a tardy. ***The school will accept a maximum of five (5) parent notes explaining the reason that the student was absent. After five (5) parent notes, a doctor or dentist excuse must be presented in order for the absence to be excused. Any absence or tardy without a note will be counted as unexcused. All parent notes and doctor's excuses must be presented to the teacher or office within one week following the absences(s) in order for them to be counted as excused. Any absences(s) not supported by the required notes will be counted as unexcused after the one-week period has passed.***

6. **Check in/Check Out Procedures:** When a student is signed in or out, a reason shall be listed explaining why the student must leave or is arriving late. If no reason is listed, the tardy/absence will automatically be unexcused. Please note that the following are some examples that are *not considered* as excused: car trouble, missed the bus, a general appointment (the reason must specify doctor or dentist appointment), overslept, personal business, traffic problems, leaving town or going on a trip. Checking a student in late or out early counts as a parent note. When the student returns to school and presents a doctor or dentist excuse, the absence or tardy will be coded as excused and the Parent Note code will be removed.

7. **Attendance Award Guidelines:** Attendance awards are given at the end of each school year in the following categories:
 - ***Distinguished Perfect Attendance: Zero absences & zero tardies***
 - ***Perfect Attendance: Zero absences & three or less tardies***
 - ***Superior Attendance: 99% attendance & five or less tardies***

8. **Making Up School Work:** Your child may make up work from absences *after returning to school*. Missing work may simply be picked up by the student the next day. In the event of two (2) or more consecutive days missed, work may be picked up after 3:00 p.m. if the teacher is contacted by 10:00 a.m. to gather assignments and materials.