

## ATTENDANCE POLICY

In accordance with Act 104 of 1983 and Act 1322 of 2013 Legislative Special Session, the Lawrence County School Board has approved the following concerning school attendance. Three absences per semester may be excused with a note from the student's parent or guardian indicating the parent or guardian was aware of the student's absence. The note must be signed and include a phone number so that the parent or guardian can be contacted for verification. Subsequent absences will be unexcused unless one of the following reasons is properly documented as indicated:

- Personal illness or medical appointments: doctor's note
  - Death or serious illness of a family member: parent or guardian phone call to principal
  - Court appearance: note from court official
1. The student, upon return to class, should initiate make-up work. One day will be allowed for each day absent.
  2. **Students shall not be absent more than ten days (excused and unexcused combined) in a semester.** The parent(s) will be contacted by letter when a student has been absent 5 days and again after a total of 9 days. The student's parent or guardian will be allowed to petition the school or district administration for additional absences. The petition **must be made before** the student accumulates the maximum number of 10 absences allowed under the policy. When a student has been absent for a total of 10 days, the principal will contact the parent to determine whether a referral should be made to the legal authorities.
  3. A student arriving at school after an absence during part of the school day must be checked in through the office. Even when a parent has checked out a student, a note will still be needed upon the student's return to school in order to keep a record of student attendance.
  4. Students will only be permitted to leave with someone authorized by the custodial parent. In a case where students have a custodial and a non-custodial parent, the student will not be permitted to leave with the non-custodial parent without the express permission of the custodial parent.
  5. **Tardies:** A K – 4 student arriving between 8 – 10 am or leaving after 1 pm (early dismissal) will be counted tardy. A K-4 Parent/Guardian must sign the sign-in/sign-out book in the Office. Tardiness to school in the morning is disruptive to the learning process. When excessive tardiness is a problem, a conference will be scheduled with the parent and student to develop a plan to alleviate the problem.

Act 1223 of 2011 does not prohibit students from missing school for medical or dental treatment. If a student's treatment will require excessive absences, the student may petition for additional absences or may request a 504 plan. Exceptions will be made as necessary to satisfy Individualized Education Program (IEP) or 504 plans.