

**ATTENDANCE**  
**ATTENDANCE - A COOPERATIVE EFFORT**

The benefits that students accrue as a result of the educational process are, in part, predicated on attendance. The school district acknowledges its responsibility to provide a meaningful education for all students and respectfully requests that parents and students cooperate with the schools with regard to the attendance policy. Certainly, it is recognized that there are situations that will cause students to arrive late to school or to request early dismissal. However, these situations should be minimized, so as to avoid any unnecessary disruption to the learning process.

Parents should be aware that no student will be excused to leave school with anyone except a parent/guardian. Exceptions will be made only if the parent/guardian specifies in writing or contacts the office by telephone to authorize another person. Notes are encouraged; phone calls are discouraged except in cases of emergencies.

As of January 1, 1996, the fine for truancy has been raised to \$300 for each occurrence. Parents of truant students may also be required to attend mandatory parenting classes. Truant students who have not received driver's permits could have them delayed by ninety (90) days. Those who already have driver's licenses could have them revoked for ninety (90) days.

**ELEMENTARY POLICY ON STUDENT ABSENTEEISM**

A parental excuse is required for any day's absence to a total of fifteen (15) days absence throughout the school year. A doctor's excuse will be accepted for any absence during the year to prevent the accumulation of fifteen (15) days parental excuses. **EXCUSES RECEIVED MORE THAN FOUR (4) SCHOOL DAYS AFTER AN ABSENCE ARE CONSIDERED UNLAWFUL AND/OR ILLEGAL.**

After seven days of absence, a seven day letter will be sent to parents to inform them of the situation. A twelve day letter issued after the accumulation of twelve days absence warns parents of the consequences of excessive absences.

Following the accumulation of 15 days with parental excuses, a written notice will be sent to the parents stating the need for a written doctor's excuse for each day's absence from that time until the end of the school year. Failure to submit a doctor's excuse may mean classifying the absence as unlawful. **School board policy states that 18 or more days of absence could result in retention.**

Absences due to student illness or death in the family are excused. Other absences are unlawful. When three (3) unlawful absences have been accumulated by the student a warning letter is sent to the parent or guardian. On the occasion of the fourth and succeeding unlawful absence, the District Magistrate is notified and the parent/guardian is subject to a fine.

The following is the Tussey Mountain School District Elementary Tardy/Absence Guidelines:

- 8:00 AM - 3:30 PM                      Teacher School Day
- 8:35 AM                                      Student Starting Time
- 8:36 AM - 10:30 AM Arrival            Tardy
- 10:31 AM -11:45 AM Arrival            Absent One-Half Day
- 11:46 AM - 1:45 PM Departure        Absent One-Half Day
- 1:46 – 3:04 PM Departure              Early Dismissal

When a child is permitted to leave school early, there is a disruption to the educational process. Therefore, we encourage appointments to be made for late afternoons or Saturday when possible. A child may be **tardy** three times during the school year without a doctor’s excuse; however, on the fourth occasion and with each occurrence thereafter, the child will lose their recess privilege on the day of the occurrence. **Note: Parents taking students home after special events may be considered unlawful.**

A child may be **dismissed early** 8 times per school year without a doctor’s excuse. On the 9<sup>th</sup> early dismissal (with no doctor’s excuse) of the school year, the child will then be required to lose a recess privilege during the next school day and for each early dismissal thereafter.

It is very important for the parent(s)/guardian(s) to send/return excuse(s) on the day a child returns to school from any type of absence. If you have any questions or concerns on the above, please talk to the elementary principal or your child’s classroom educator.

**SECONDARY POLICY ON STUDENT ABSENTEEISM**

A parental excuse will be accepted for any day's absence to a total of ten (10) days absence throughout the school year. A doctor's excuse will be accepted for any absence during the year to prevent the accumulation of ten (10) days parental excuses. After a total of five (5) days absences, a five (5) day letter informing parents of the situation and the closeness to the ten (10) day limit will be set.

Following the accumulation of ten (10) days with parental excuses, a written notice will be sent to the parents stating the need for a written doctor's excuse for each day's absence from that time until the end of the school year. Failure to submit a doctor's excuse may mean classifying the absence as unexcused. In accordance with the district discipline policy, each unexcused absence may result in three (3) 6:00 detentions.

**The following are the Tussey Mountain High School's Tardy/Absence Guidelines**

- 7:50 a.m. - 3:20 p.m.                      Teacher School Day
- 7:55 a.m.                                      Student Starting Time
- 7:56 a.m. - 10:20 a.m.                    Tardy
- 10:21 a.m. - 1:00 p.m.                    Absent One-half Day

Absences due to illness or death in the family are excused. Other absences are unexcused. When three (3) unlawful absences have been accumulated by a student, under seventeen (17) years of age, an acknowledgement letter is sent to the parent or guardian. On the occasion of the fourth