**JED-R-2**

**NODAWAY-HOLT R-VII**

**ATTENDANCE POLICY**

**GRADES K-6**

A student’s attendance in the classroom is one of the most important parts of a student’s educational experience. Absences from the classroom can never be compensated for or made up. There is a direct relationship between poor attendance, class failure, and the dropout rate. Students who have good attendance usually achieve better grades, enjoy school, and are more desirable employees after leaving school. It is the parent(s) or guardian(s) responsibility to decide at what times and for what reasons a student should not come to school. It is the school’s responsibility to set limits upon a student’s absence to comply with state attendance laws and for the students to receive the most benefit from the educational program.

Absences must be verified by a parent/guardian with a phone call or note. If it is necessary for a student to be absent from school for any reason, parents or legal guardians should call the school (939-2135) by 9:00 AM. After 9:00 AM the school will attempt to contact the parent. If there has been no contact between the school and parents verifying the absence, a note signed by the parent must be presented upon the student’s return to school. Following an absence, a student must report to the office to receive an admit slip.

The school, upon request, will collect assignments and books for students missing more than one day. Upon returning to school after an absence, students will have one day for each day absent to complete all make-up work. For example: absent Monday and Tuesday, work to be turned in Thursday and Friday. If a student is absent on the day of an announced test, the student must take that test upon his/her return to school. Teachers may assign the same assignments as done in class or different make-up assignments for an excused absence. This work should be done outside regular class hours. It is the responsibility of the student to ask the teacher for the assignment and make up all work missed.

Upon returning to school after an absence, the student is to report directly to the office. An admit slip will be issued which is to be taken to the teacher of each class missed. The admit slip is to be returned to the office after all teachers have signed it. Students must obtain an admit slip from the office before going to first hour class. This also applies even in situations where a student only misses afternoon class(es). If an admit is not presented to the teacher after an absence, then the student will be sent back to the office to obtain one, and in addition, he will be given an unexcused tardy for the class interruption.

Students must be in attendance 95% of the days per semester (they may miss up to four days per semester). Excused absences are defined as:

1. Illness must have a signed statement from the parent/guardian.
2. Parents or guardians should make every effort to make medical and dental appointments for their children before or after school or on days when school is not in session. If it is necessary for the student to be absent from school, the student must have a note from the attending physician/dentist. The student will only be excused for the time needed for the appointment or time indicated by the physician/dentist.
3. Students may request up to three days excused absence, bereavement leave for the death of an immediate relative. One or more days of excused bereavement leave may be granted upon the approval of the high school principal for all other funerals.
4. School functions and activities will be excused.
5. Students assigned to “In School Suspension” will be counted at in attendance at school.
6. Other absences and loss of privileges may be petitioned to the principal, superintendent and school board.

All other absences will be considered **unexcused**. Unexcused absences will be subject to disciplinary action. Five tardies will be counted as an unexcused absence. Any student who has 10 or more unexcused absences per semester may be reported to the juvenile office. Students failing to make up back work may be subject to mandatory after school study halls, ISS or Saturday School.

Students who are absent from school without the knowledge and consent of their parents or school administration, or students who leave school during the school day without the consent of the principal, will be considered truant. Such absences will be considered unexcused and truant students will be subject to additional disciplinary consequences.

Students are not permitted to leave the school grounds from the time they arrive until school is dismissed for the day without permission from the administration. Students who have to leave school for appointments during the school day must sign-out in the office. The student is to bring a note from a parent or guardian who should include the student’s name, the date and time of the appointment, the reason for the absence and the parent’s or guardian’s signature. Students will be allowed to leave only if picked up by a parent or if the parent has made prior arrangements through the principal’s office for the student to leave. Additionally, students arriving at school after the school day has begun or students returning to school after an appointment must sign-in at the school office.

Adopted: 9/18/02

Revised: 6/20/07 9/16/15

Nodaway-Holt R-VII School District, Graham, Missouri