

## **ATTENDANCE POLICY** (*Policy JBD*)

The school board believes that good attendance, with a minimum of tardiness and absenteeism, is essential if students are to gain maximum benefit from the school district's instructional program. The school board thusly directs the superintendent to develop administrative regulations governing tardiness and absences (excused and non-excused).

The administrative regulations shall be based on all applicable state laws governing absenteeism and tardiness and shall include (but not limited to) the counting and reporting of students to the Mississippi Department of Education for attendance purposes, expectations for good student attendance, parent responsibility, excused and unexcused absences, and tardiness. Initial administrative regulations and any future changes to such administrative regulations shall be reviewed (**approved**) by the school board before implementation.

### **ATTENDANCE POLICY**

Punctual and regular attendance is of the upmost importance to a student's academic success. Tishomingo County School District encourages each student to attend classes daily.

In order for a student to be counted as present according to Average Daily Attendance Guidelines as outlined by the Mississippi State Legislature, the student must be present 63% of his/her instructional day, which is defined by the Board of Trustees.

### **ABSENCES**

When absent from school, it is required the student bring to the office a note from home stating the guardian was aware of the student's absence. This note must be brought within **two (2)** days upon the student's return to school.

The following information is required on all absentee notes:

- student's name
- guardian signature
- date of guardian signature
- guardian acknowledgement of absence
- date(s) of absence

An absence can be excused by administrators without written documentation

Any time a student plans an extended absence from school, the administration and teachers should be notified of this as early as possible

### **EXCUSED/UNEXCUSED ABSENCES (K-12)**

A student will be given an excused absence on a parent note for **three (3)** occurrences per semester. Each parent note will apply to each occurrence (i.e. if a student is out for three days, each day will require a parent note to be excused without other acceptable documentation).

After that, a student must have documentation as defined below, to receive an excused absence.

- Tishomingo County School District adheres to the Mississippi Compulsory School Attendance Law (MS Code 1972 Annotated, Section 37-19-91) which states "when the child has accumulated five (5) unlawful absences during the school year of public school in which the child is enrolled, the school district superintendent or his designee shall report, within two (2) school days or within five (5) calendar days, whichever is less, the absences to the school attendance officer."
- Five (5) or more unexcused absences deems a student as truant and results as the student being reported as such to the attendance officer.
- After twelve (12) or more unexcused absences, the attendance officer will petition the court for excessive absences.
- An excused absence is one which results from a personal illness/injury, medical or dental appointment, isolation ordered by county health officer or appropriate school official, death or serious illness involving an immediate family member (sibling, parent, grandparent), observances of religious holidays of a student's own faith (requires prior approval); or circumstances such as

- court ordered appearances, family emergencies, extreme weather, etc. that require immediate attention and that the school principal deems necessary.
- An absence is considered unexcused if proper documentation is not received within two (2) days of the student's return to school; if the documentation is unacceptable; or, if the absence is the result of Out of School Suspension.
  - When students are sent home by the school nurse, the absence is considered excused for that day only.
  - Students participating in school-approved or school-sponsored activities are considered present.
  - Written documentation concerning an absence must be provided to the school office within two (2) days of the student's return to school.
  - Written documentation from a doctor/dentist/court officer/etc. must contain dates of service in order for the date(s) of the absence to be excused.
    - a) Upon reaching eight (8) unexcused absences during the 9 weeks, the parent shall meet with the Principal and Counselor to develop a plan of attendance for the student. The plan will determine future consequences and guidelines to improve student attendance.
    - b) Failure of the parent to meet with school officials will result in after-school detention for the student as set and determined by the Principal until the meeting occurs.

## **TARDINESS**

All students are required to get to school and class on time. TARDINESS prevents students from achieving all that is academically possible. Parents are encouraged to make sure that their children are prompt.

Students that check-in late or out early will be given a tardy for that particular class (by that class period teacher) if they miss 1/2 or less of that class period/block (late in/early out). Students that miss more than 1/2 of a particular class/block will be counted as absent for that period, but will be allowed to enter the classroom for the remainder of the class. This policy is on a semester by-semester basis. Students are to report to the appropriate class immediately upon checking in. Students are required to sign-in when arriving late and sign-out when leaving early - failure to do so may result in disciplinary action.

Students who are habitually tardy will be subject to the consequences outlined on the following discipline ladder:

1 <sup>st</sup> TARDY (in a particular class)	Teacher records tardy
2 <sup>nd</sup> TARDY	Teacher records tardy; student warned, & K-4 parents notified
3 <sup>rd</sup> TARDY	Teacher records tardy; student warned, & K-4 parents notified
4 <sup>th</sup> TARDY	One day In-School Detention (grades 5-12) & In-School Detention or After-School Detention for every tardy thereafter per semester; K-4 students lose break/recess and continue to do so for every tardy thereafter per semester

## **THEREAFTER**

- Any student who is present at school but does not attend detention during break will have to make up that break in detention plus an additional break. If a student who is present at school fails again to attend detention at break, that student will be assigned one day of In-School Detention. If a student is late for In-School Detention, he/she will not be admitted and will be assigned two In-School Detentions.
- If a student is tardy due to a doctor/dentist appointment, the student must bring an excuse from the doctor the next day for the tardy to be removed.
- Students who lose a break due to a tardy will makeup the work missed because of that tardy. The work will be completed while remaining inside during the break the student is missing.

## **MAKE-UP FOR ABSENCES** *(Policy JBD)*

If a student is absent, he/she shall be allowed to make-up any test(s) and/or other schoolwork missed during said absence(s). It will be the responsibility of the STUDENT to contact EACH of his/her teachers to arrange for any/all make-up work, tests, and/or exams.

When a student misses a test or any other assigned work due to an absence, the student will have the same number of days to make up the work as the number of days for which he/she was absent. If the work/test was assigned PRIOR to the absence(s), the student will be expected to take the test or have the assigned work on the day that he/she returns to school. (Example: A test is assigned for Friday on Wednesday and

the student is absent on Friday. The student will be expected to take the test/work on the next day that he/she is present).

If a student fails to comply with the above, the student will receive a zero (0) on ALL work missed. Again, ALL make-up work should be scheduled at the convenience of the teacher.

This policy also applies to students who missed work, tests, and/or exams due to suspension.

### **ATTENDANCE REPORTING** (*Policy JBD*)

In order for a student in grades K-11 to be considered as having attended school for a full day, the school board specifies that each student must be present for sixty-three percent (63%) of his or her individual Instructional day as fixed by the local school board for each individual school.

### **ATTENDANCE DEFINITIONS** (*Policy JBD*)

#### Full Day Attendance:

When a K-11 student is present for 63% of his or her individual Instructional day as fixed by the local school board for each individual school.

#### Instructional Day:

The school board defines an instructional day for each individual school as the entire school day a school is in session. (Beginning at the first instructional bell, until the last instructional bell at the end of the day.)

#### Seniors:

To be considered as having attended school for a full day, a student must be present 63% of his/her instructional day as fixed by the Board. A senior's instructional day shall be defined by his/her schedule, and must include instructional classes for two (2) block periods. With permission from the parent/guardian, a senior may leave school at the end of his/her instructional day.

#### Unlawful Absence:

An absence for an entire school day or during part of a school day when such absence is not due to a valid excuse.

### **PERFECT ATTENDANCE** (*Policy JBD*)

Perfect Attendance is awarded to any student who is present 63% of his/her instructional day, as fixed by the Board, for the entire school year. Missing school for any school-approved activity **shall not** count against perfect attendance.