

ATTENDANCE

There are probably no factors more important to successful school progress than regular and punctual school attendance. Students who are tardy or absent excessively from the instructional program will fall behind in academic achievement. Excessive school absenteeism precedes grade failure, loss of interest, and may result in students withdrawing from school.

Attendance Defined

School Attendance: Students are to be counted in attendance only if they are actually present for at least **two** hours of the day or engaged in a school-approved educational activity which constitutes a part of the instructional program for the student. (Board Policy 5200 – Attendance)

Class Attendance: Students are to be counted in attendance if they are physically present in class for at least half of the class period, have been excused by the teacher on a class-related assignment, or have been requested by a member of the school support staff for an approved school activity. (Board Policy 5200 – Attendance)

Tardiness: A student is considered tardy if they are not present at the moment the school bell rings for the class assigned.

Early Sign-outs: No student shall be released within the final thirty (30) minutes of the school day unless authorized by the principal or principal's designee (i.e., emergency, sickness).

No student shall be permitted to leave school prior to dismissal at the request of, or in the company of anyone other than a school employee, a police officer with judicial authority, a court official, or the parents of the student unless the permission of the parent is provided. No parent may have access to the student or may grant permission to allow the student to leave school prior to dismissal if there is a legally binding instrument or court order governing such matters as divorce, separation, or custody which provides to the contrary. The parent who is the primary residential custodian or the parent who enrolled the student shall determine in writing, if the student may be released to individuals unless otherwise stated in a court order.

No student shall be sent from school grounds to perform an errand or act as a messenger except with the approval of the principal and only for urgent and necessary school business and with the consent of the student's parent.

No student who has a medical disability which may be incapacitating may be released without a person to accompany them.

No student shall be released to anyone not authorized by the parent.

Helpful Information

The [Parent Portal](#) is available to help parents be more informed about their child's performance at school, including their daily attendance. You can register to receive e-mail notifications when your child is absent, and you will be able to communicate directly with your child's teachers, in case you have any questions.