

**TARKIO R-I
ATTENDANCE POLICY
GRADES K-5**

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 (736-4177) 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.

Students are required to make up work missed. It is the responsibility of the student to ask the teacher for the assignment(s). It is the responsibility of the student to obtain assignments in advance if the absence is foreseen. 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. Students failing to make up back work may be subject to mandatory after school study halls, ISS or Saturday School.

Students must be in attendance 95% of the days per semester (they may miss up to four days per semester). Absences will be kept on a per class/hourly basis. Excused absences are defined as:

1. Illness or injury of the student. Student must have a signed statement from the parent/guardian. A doctor's statement may be required.
2. Parents or guardians should make every effort to make medical and dental appointments for their children before/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. Other appointments that cannot be scheduled outside attendance hours, (court appearances, driver's test) with written excuse from parent. Other documentation may be required.
4. Days of religious observance.
5. Students may request up to three days excused absence for the death of an immediate relative.
6. All other funerals may be granted upon the approval of the high school principal. Documentation may be required.
7. Visits with parent or legal guardian who is an active duty member of the military who has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with permission of the superintendent or designee.
8. Family emergencies, which necessitate absence from school. The school must be notified in advance when such absences are foreseen. Examples of unforeseen emergencies: fire, flooding, illness or injury of

a member of the student's family when the student's presence is necessary or expected, with a written excuse from parent.

9. School functions and activities will be excused.
10. Students assigned to "In School Suspension" will be counted in attendance at school.
11. Out-of-School suspension
12. Any other absence due to a cause the administration considers unavoidable

All other absences are considered **unexcused**. Unexcused absences are subject to disciplinary action and will result in the student receiving zero credit for the class(es). Five (5) tardies will be counted as an unexcused absence. Any student with five (5) or more unexcused absences per semester will be reported to the juvenile office. Students failing to make up work may be subject to mandatory after school study halls, ISS or Saturday School. Examples of unexcused absences include, but are not limited to truancy, hunting, shopping, haircut, oversleeping, personal business, and "needed at home", leaving for lunch, a reason that is not explained, or other activities that conflict with school policy. Vacation with parents is to be pre-arranged with the principal. Excessive vacations will be unexcused.

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 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, are truant. Such absences are unexcused and truant students will be subject to additional disciplinary consequences.

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.

Students must be present in school for the entire school day to be eligible to attend or participate in school-sponsored activities, unless prior arrangements may be approved by the principal. If the event is held on Saturday, the student must be in school the entire day on Friday (the day before).

Revised: 6/17/20

Tarkio R-I School District, Tarkio, Missouri