

Andersen Attendance Policy

Attendance Policy

Attendance policies are mandated at the District level. Daily attendance and being punctual for morning instructional activities are vital for your child's success in school. Please help your child to have a successful year by being mindful of the policies listed below:

- **A student who is absent** more than nine (9) days within a semester will not receive a passing grade for the semester.
- **Absences** due to court dates, approved religious holidays, and illness with medical documentation, are not counted within the nine (9) day attendance policy. Please remember to send a note explaining an absence when your child returns to school.
- **Students must be in attendance** a minimum of 4 hours of instructional time (8:30-1:00, excludes lunch) to be considered present each day. Kindergarten students must be in attendance for a minimum of 162 days as criteria for progression to first grade. The principal may, in consultation with the teacher, deny promotion based on this criterion.
- **Students may complete** make-up work for 9 absences within a semester. The student shall have a reasonable amount of time, left up to the discretion of the teacher, to complete make-up work.
- **Parents whose students are in jeopardy** of failing due to exceeding the nine (9) days per semester attendance policy may apply for an attendance appeal.
- **Appeal application** packets for all students are available in the office. The packets must be completed and returned to the office a minimum of two (2) weeks prior to the end of the grading period.
- **Parents will be notified** of the appeal committee decision.

Tardy Policy:

Andersen's School Advisory Council (SAC) deliberated on the concerns of students that are habitually tardy to school. The following policy was developed and adopted:

- A combination of **three (3) unexcused tardies/early releases** will result in the loss of perfect attendance recognition.
- A combination of **five (5) unexcused tardies/early releases** will result in loss of perfect attendance recognition and a **thirty (30) minute detention** with school administration. A **one (1) hour detention** will be issued for the next five (5) tardies or if the first detention is not served.

If a student is attending Andersen Elementary on an Out-of-Area contract, it will be revoked with continued tardiness or absenteeism concerns.

A notice of detention will be issued to the student for parent signature. Student is to return notice to his/her teacher.