

## STUDENT ATTENDANCE POLICY AND TRUANCY DEFINITION

All students, regardless of age, enrolled in the Tallapoosa County School System are required to be in continuous attendance at their designated school. Prompt and regular attendance at school provides students with the skills needed for future success and aids in the development of good character. While occasional absences are unavoidable, state law places the responsibility for regular attendance upon the parent/guardian.

A parent, guardian, or other person having charge of any child officially enrolled in Alabama public schools (K-12) shall explain in writing the cause of any and every absence of the child no later than three (3) days following return to school. A failure to furnish such explanation shall be evidence of the child being truant each day he/she is absent. The child shall also be deemed truant for any absence determined by the principal to be unexcused based upon the State Department of Education's current School Attendance Manual. **Seven unexcused absences within a school year constitutes a student being truant for the purpose of filing a petition with the Court.** The Interagency Committee on Youth Truancy Task Force recommendations known as the Early Warning Truancy Prevention Program timeline for reporting truancy shall define truancy status of any student as follows:

1. Third truancy/unexcused absence (warning)
  - Parent/guardian shall be notified by the school principal or his/her designee that the student was truant and the date of the truancy.
  - Parent/ guardian shall also be provided with a copy of Alabama's compulsory school attendance laws and advised of the penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur.
2. No earlier than the fifth unexcused absence, (conference) The parent, guardian, or other person having control of the child shall attend a conference with the attendance officer and principal or his/her designee.
  - Attendance at one of these conferences shall be mandatory except where prior arrangements have been made or an emergency exists.
3. No earlier than the seventh unexcused absence, but within ten (10) school days (court)
  - File complaint/petition against the child and/or parent/guardian, if appropriate.
4. Child under probation.
  - The school attendance officer should be notified by the juvenile probation officer of all children in the school system under probation supervision by the juvenile court as consistent with state statute, **Code of Alabama (1975), 12-15-100 and 105.**
5. Any local education agency may adopt a policy more rigorous than that of the State policy.

## STUDENT ATTENDANCE REGULATIONS EXCUSED ABSENCES

In accordance with state law, a parent(s)/guardian(s)/custodian(s) must explain the cause of every absence of students under his/her control or charge. Every student, upon return to school, must bring a dated, written excuse signed by the parent(s)/guardian(s)/custodian(s) stating the reason(s) for and date(s) of the absence. Any students who return to school without proper excuse will have three (3) days to bring a note to clear the absence(s). A written note does not guarantee that an absence will be marked excused. After this three (3) day period, the absence will automatically become unexcused.

**At the Lower Grade Levels ( K-6) -** The parent(s) / guardian(s)/ custodian(s) shall be responsible for arranging make-up work with his/her child's teacher(s) within three (3) days after the child returns to school.

**Time Limits for Make-up Work -** In making arrangements for make-up assignments the teacher should consider the type of absences, the number of days absent, the amount and nature of work missed, and number of make-up assignments due in all classes. The parent(s) / guardian(s) / custodian(s) is expected to follow-up with his/her child to insure that make-up work is completed promptly and thoroughly.

#### **Make-Up Work - Unexcused Absences**

Teacher shall not provide make-up work or examinations for students absent for unexcused reasons. Teachers, at their discretion, may require students absent for unexcused reasons to make up homework, class work, etc., on a non-credit basis in order to help such students maintain academic pace. Teachers shall not assign zeroes to students absent for unexcused reasons on an automatic basis; zeroes may be assigned to such students only when other students in general receive grades for homework, examinations, recitation, etc.

#### **Student Accounting**

A student must be present more than fifty percent (50%) of the school day to be counted present in the Attendance Register.

#### **Student Tardies**

A tardy is defined as a student's arrival after the official time set for the beginning of each respective school's regular daily activities. Students are required to report to schools no later than the official beginning of the school day and to be on time for all classes during the day. Students who arrive after school has begun must be checked in by a parent(s) / guardian(s) or custodial parent. Tardies are excused for the same reasons as absences. Only an excused tardy permits make-up work for missed assignments. Tardies are compiled quarterly (per grading period).

#### **TARDY TO SCHOOL POLICY- See Local Student Handbook**

#### **Late Arrivals/Early Dismissals**

If a student checks in to school late or is dismissed early, the student must be signed in or out by a parent/ guardian in the office. Habitual late sign-ins may require a parent conference to discuss reasons for being late. Late arrivals/early dismissals shall be considered unexcused absences from those class periods missed unless evidence is presented to the principal or designee by the parent(s) / guardian(s) or custodial parent that the late arrival/early dismissal was for an excused reason. Students must make arrangements for late arrivals/early dismissals through the school office and in compliance with local school procedures.

#### **PROMOTION POLICY FOR KINDERGARTEN**

To be considered for promotion, kindergarten students must make a 70 or higher on the end of year Reading and Math assessment. State and benchmark assessments, along with teacher and administrative input will also be taken into consideration.