

ATTENDANCE POLICY – 2016/2017

First Bell – 7:20 a.m. Tardy Bell – 7:30 a.m. Dismissal bell – 2:35 p.m.
PreK – 11:35 a.m. – 2:35 p.m.

ABSENCES (A)

Any student not in their class by 7:30 a.m. will be marked absent (A) by the teacher for the AM and PM ½ day periods.

Students arriving after 7:45 a.m. or leaving school before 2:35 p.m. must be checked in/out by a parent/guardian listed on the emergency form, showing proper I.D.

The office will change absence codes for full or half day absences as appropriate, as listed below:

- **TARDIES (T)**

- Any student who arrives after the 7:30 a.m. bell must report to the office to pick up a tardy/admit slip.

- * Chronic tardiness not only deprives your child of valuable classroom experiences, it also disrupts the continuity of the lesson for the other students. We are asking that you help your child develop a responsible work ethic by making sure he/she is present, on time, and ready to learn.

- **UNEXCUSED ABSENCES (W)**

- These include absences due to family emergencies and illness/injury of the student without doctor/dentist visit documentation that are called in to the office.

- These also include absences due to travel, vacations, events/activities (such as ball games or concerts), car trouble, personal business, sleeping in, etc.

- * Pleasure trips/vacations are considered as scheduled unexcused absences. The principal should be notified in writing of these absences prior to the travel dates.

- **EXCUSED ABSENCES (E)**

- These absences include illness/injury with doctor/dentist visit documentation, funerals or court appearances with documentation, and religious holidays, school tours, or (non-TPS) school shadowing with prior notice to the office.

- Absences will only be excused if the office is provided with documentation within 48 hours of the absence.

Absence codes will not be changed after 48 hours.

Please contact the school office by 7:45 a.m. when a student will be absent.

Regular and punctual attendance is mandatory for student success and continuity of instruction. We will follow all School Board Policies regarding attendance. There are a limited number of days a student may be absent before retention in a grade is mandated (10% of the school year) or a transfer comes under review.

ATTENDANCE NOTIFICATION FROM TPS

Any student who is absent with no explanation will receive an automated absence call from the District that day.

Any student who is absent 4 days per semester will receive a First Notice letter from the school.

Any student with 8 absences will receive a Second Notice letter from the Enrollment Center.

Students with excessive absences after these notifications will be reported to the District Attorney for non-attendance, per Oklahoma Compulsory Attendance Law.