

Plano Elementary Attendance Policy

Excused Absences and Parent Notes

According to Warren County Board of Education policy states:

“An excused absence or tardiness is one for which work may be made up and which has been verified by the Principal or designee, such as:

- ~~1. Death or severe illness in the pupil's immediate family;~~
 - ~~2. Personal illness of pupil;~~
 - ~~3. Appearance in court of the pupil pursuant to a warrant, subpoena or citation;~~
 - ~~4. Participation in school-related activities approved by the Principal or designee;~~
 - ~~5. Other valid reasons as determined by the Principal or designee.”~~
 1. Death or severe illness in the student's immediate family;
 2. Illness of the student;
 3. Appearance in court of the student pursuant to a warrant, subpoena, or citation;
 4. Religious holidays and practices;
 5. Participation in school-related activities approved by the Principal or designee;
 6. One (1) day prior to departure of parent/guardian called to active military duty;
 7. One (1) day upon the return of parent/guardian from active military duty,
 8. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave,
 9. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities.
- (First Reading – August 19, 2016; Second Reading – October 11, 2016)

Unless the Principal determines that extenuating circumstances exist, requests for date(s) falling within State or District testing periods shall not be granted. The Principal's determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board under its grievance policy and procedures.

Students receiving an excused absence under this section shall have the opportunity to make up schoolwork missed and shall not have their class grades adversely affected for lack of class.

Any student who misses school shall submit a written excuse to the office within ~~three (3)~~ five (5) days of the return of the student to school. (First Reading – August 19, 2016; Second Reading - October 11, 2016)

This includes tardies, checkouts, and any partially missed day. No note is required if school personnel sends a child home due to illness. If a valid note is not received within ~~three (3)~~ five (5) days, the absence will be recorded as unexcused no matter the reason for the absence. (First Reading – August 19, 2016; Second Reading - October 11, 2016)

Written excuses should include the following information:

1. Student name
2. Teacher name
3. Date(s) absent
4. Specific reason for absence
5. Signature of parent/guardian
6. Parent contact phone number

Please make every effort to schedule doctor or dental appointments after school hours. However, if your child is absent or tardy due to a doctor's appointment, please have the doctor issue an excuse for your child to bring back to school.

All other absences and tardies will be considered unexcused. Please call the school before 9:00 a.m. any time your child is absent.

Excessive Excused Absences

Plano Elementary will accept only ~~five (5)~~ ten (10) written parent notes (five per semester) excusing absences during a school year. ~~Notes can cover more than one consecutive day of missed school. (For Example: A child may miss school for 3 consecutive days because of a stomach virus and not see a doctor. The parent can write one note to cover all three days. This counts as one event and as one of the child's five parent notes for the school year.)~~ (First Reading – August 19, 2016; Second Reading - October 11, 2016)

After a student has been absent from school ~~five (5)~~ ten (10) times due to illness, the family will be required to obtain a health clinic or doctor's note detailing and documenting the reason for absences in order for the absences to be excused. (First Reading – August 19, 2016; Second Reading - October 11, 2016)

Students who need to miss more than ten consecutive school days for medical reasons may be asked to complete an application for homebound instruction that must also be filled out by their family doctor. This is a free service offered by the district.

Students with excessive excused absences due to illness who are not on homebound and do not turn in documentation from a doctor will be referred to the

courts. It is the responsibility of the family to communicate the reason for excused absences with the school every day.

Attendance Calculation

A student will be counted as tardy if no more than 60 minutes of a regular school day is missed. The calculation is based on arriving late, leaving early, or leaving and returning within the same school day.

A student who misses more than 60 minutes of a regular school day is absent for that amount of missed time. The amount of time absent is calculated and recorded as a percentage of the day missed. Those percentages then accumulate throughout the year.

Students arriving to school late are considered tardy. The school will issue excused and unexcused tardies according to the school attendance guidelines. A parent must sign in students that arrive late. Students that leave early must be signed out in the office.

Any child who has been absent from school without a valid excuse for three (3) school days, or tardy on three (3) days is a simple truant. Students become a habitual truant when they have missed ~~nine (9)~~ six (6) unexcused absences and/or tardies. (First Reading – August 19, 2016; Second Reading - October 11, 2016)

Students who are habitual truants will be referred to the Director of Pupil Personnel.