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# Waterford School District

## K-8 Attendance Guidelines

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### Purpose

It is the purpose of the Waterford School District to create an environment where every person's behavior consistently ensures student success. There is a direct relationship between regular, punctual attendance and a quality learning experience. Education involves more than just completing assigned class work. To gain the maximum benefit of learning, students need to develop the self-discipline of attending class; participating in group, team, and laboratory activities; listening to the ideas, thoughts, and opinions of people of differing backgrounds and cultures; and contributing to class discussions. Dependability, responsibility and accountability are important life skills students must learn. Therefore, it is essential that students learn that prompt, consistent attendance and responsible, meaningful participation are key characteristics of successful adults.

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### Guidelines

- All students must report to the office to sign in when they arrive late to school.
- **Elementary:**
  - Students are reported absent in early elementary schools after 10:00 a.m. (late elementary schools – 10:30 a.m.) They are tardy up until that time. In the p.m., students are absent after 2:00 p.m. (late schools after 2:30 p.m.) Students are tardy in the p.m. up until that time. Students who are absent for three (3) or more hours in a single day will be reported as absent for the entire day.
- **Middle School:**
  - Students will be reported as tardy if they arrive to school or class after the tardy bell rings.
- Students removed from school early on a regular basis will be viewed as having an attendance problem.
- When the teacher notices a pattern of absences or tardies, the teacher will have a meaningful conversation with the child. It is important for the child to know that they are missed when they are absent. Teachers need to be the first person in contact with students who have a tardy or attendance problem:
  - **Five** (5) absences/tardies or early removal from school: teacher will make a personal contact with the student and the parents/guardians by personal phone call or form letter, which should be signed by parent/guardian and returned to the teacher. Teacher then informs the attendance secretary in the office of the method and date of the contact.
  - **Seven** (7) absences/tardies or early removal from school: principal will send a letter to parents via U.S. Mail and place a copy of the letter in the child's CA60.
  - **Ten** (10) absences/tardies or early removal from school: principal will review the attendance record to ensure the absences are not due to long term or verifiable chronic illnesses, suspensions, family funerals, religious holidays, documented court appearance and other causes subject to approval by the district administration.
  - The principal will send a referral and documentation to the Waterford Success Program (for grades K-7). Subsequent absences may require written documentation. A doctor's note or written verification from another authority may be required for any absence beyond the 10<sup>th</sup>. For eight graders, the principal will send the referral to the Juvenile Justice Liaison.
- Students will have the number of school days absent plus two (2) days to make up assignments missed while out of school.