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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. 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 are to report to the office to sign in when they arrive late to school.
- All secretaries give a computer print out or attendance slips back to teachers so they can make sure attendance books are aligned with office records.
- Students are 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 removed from school early on a regular basis may also be viewed as 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:
  - Six 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.
  - Secretary/office assistant will alert a teacher/principal after seven plus absences/tardies. A log of students with attendance concerns will be kept current.
  - Eight absences/tardies or early removal from school: principal or counselor will call parents and talk to student.
  - Nine 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.
  - The principal will review the attendance record to ensure the absences are not due to long term illness, suspensions beyond the first day, family funerals, religious holidays, documented court appearance and verifiable chronic illnesses, and other causes subject to approval by the district administration.
  - Ten absences/tardies or early removal from school; principal will send documentation to Pupil Accounting for each absence or excessive tardies. A doctor's note or an excuse from another authority may be required. After 10 absences the designated staff member must refer the student to Pupil Accounting.
- Students will have the number of school days absent plus two days to make up assignments missed while out of school.