**Autauga County Attendance Policy**

Alabama State Law 16-28-3, Code of Alabama, 1975 requires all children between the ages of six (6) and seventeen (17) to attend school regularly. Alabama State law states that each child who enrolls in a public school, whether or not the child is required by law to enroll, is subject to the school attendance and truancy laws of the state. Parents or guardians having control over school age children are responsible for their children’s regular attendance and proper conduct. Failure to comply with the Compulsory School Attendance Law requires the Attendance Officer to file a complaint in the Autauga County Court system.

**Absences (ACBOE Policy 5.3)**

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. The parent note will enable the child to make-up any work missed or prevent charges from being filed against the parent, guardian or legal custodian when a child is absent. **Five (5) unexcused absences** within a school year constitute a student being truant and on the **seventh (7) unexcused absences** a complaint/petition may be filed against the child and/or parent.

 Any time that a student is absent, the parent or guardian must send a written note to school satisfactorily explaining the absence. A satisfactory note from parent or guardian meets the following State guidelines:

1. illness;

2. death in the immediate family;

3. inclement weather (as determined by the principal) which would be dangerous to the life and health of the child;

4. legal quarantine;

5. emergency conditions as determined by the principal; and

6. prior permission of the principal and written consent by the parent or guardian.

 The note or doctor’s excuse must be sent to school **within three (3) days** of the student’s return to school to be counted as an excused absence. Excuses will not be accepted after three (3) days. Please note that teachers are not obligated to provide make-up work for unexcused absences.

 A **written note from parents or guardians**, as described above, will excuse absences for up to but **not exceeding ten (10) absences during the school year**. **Further absences will require a written excuse from a medical doctor or court official.** All excuses must be presented within three (3) days of the return to school.

**Tardiness**

Students are required to be on time for school. It is the responsibility of parents or guardians to make sure that their children arrive on time each day. Any student arriving after that time should be accompanied to the office by a parent or guardian. **Excessive tardiness,** for any reason other than reasons for excused absences, **will result in disciplinary action**. Only an excused tardy permits class work to be made up. Students are required to remain at school for the entire day.

**Check-Outs**

Students who leave school for any reason must check-out through the school office following their school’s check-out procedures. Only persons whose names appear on the school’s registration form/card may check-out students, unless the school verifies permission with the parent/guardian. Written permission is to be given by the parent/guardian or “emergency person” shown on the school’s registration form/card before each check-out. ***Valid picture identification is required***.

Students must attend a minimum of one-half of the instructional day to be counted present. An early dismissal before one-half of the school day (three and one-half hours) or a check-in after one-half of the school day is counted as an absence. Check-outs are excused for the same reasons as absences. Written explanation for the time missed must be submitted and will follow the same guidelines for excused and unexcused absences as outlined.

**Check-Ins**

Students are required to report to school no later than the official beginning of school day and to be on time for all classes during the day. Each school will devise procedures that will ensure compliance with this regulation. Check-ins are excused for the same reasons as absences. Check-ins for any other reasons is unexcused and may result in disciplinary action. No make-up work is allowed for unexcused check-ins.