

# ***ATTENDANCE***

## **Compulsory Attendance**

Alabama attendance law states that every child between the ages of 6 and 17 years of age shall be required to attend a school or be instructed by a competent tutor for the entire length of the school term in every scholastic year. Acknowledging the importance of regular school attendance and to be in compliance with daily attendance requirements of the Alabama State Board of Education, regular attendance shall be required. Failure to do so will result in action by the legal system.

Amendment: 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.

## **Student Responsibilities Are:**

- 1) To abide by laws and local board of education and individual school rules and policies regarding attendance.
- 2) To be punctual and regular in attendance.
- 3) To promptly request and complete make-up assignments for excused absences or tardies.
- 4) To attend school in the appropriate school zone. The parent/guardian may be required to produce proof of residence such as a current utility bill in order to attend a particular school.

## **Student Rights Are:**

- 1) To be informed of local board of education and individual rules and policies regarding school attendance including policies and rules regarding absences, tardies, trancies and related programs, checkouts, make-up work, and school-sponsored activities to be
- 2) To be provided with make-up assignments for excused absences or tardies.

Students who choose not to participate in school-sponsored field trips and other activities will still be required both to attend school during the event and to complete assignments determined by the teachers and principals.

## **Student Absences**

Student absences are classified as excused or unexcused. Absences for the following reasons will be deemed excused with supporting documentation submitted within 3 school days:

- Personal illness  
(Limit of 10 days per year without doctor's excuse)
- Hospitalization/ Medical or dental appointment of student
- Emergency (approved by principal)
- Death in immediate family
- Court subpoena
- Religious holiday (with prior written approval by principal)
- Absence approved by principal (absence must be approved 5 days in advance)

Absences for reasons other than those listed above and for those lacking the appropriate supporting documentation will be deemed unexcused. Supporting documentation will not be accepted after 3 school days upon the student's return to school. Excessive unexcused absences from school may result in a loss of academic credit and/or a referral to legal authorities.

## **Chronic Absenteeism**

To address problems with chronic absenteeism, students in Grades K-12 who accumulate 18 or more absences, by definition *chronically absent*, will not be allowed to participate in non-academic school activities (e.g., prom, in-school games, dances, and field days). Principals will use discretion when chronic illnesses or extended hospital stays are involved.

## **Field Trips**

To address problems with chronic absenteeism, students in Grades K-12 who accumulate 5 or more absences per semester will not be allowed to participate in field trips. Principals will use discretion when chronic illnesses or extended hospital stays are involved.

## **E-Learning Days**

E-Learning Days are an opportunity for students to meet class requirements through online engagement of class material and assignments while they are away from the building. Parents/guardians may request up to three (3) days per semester as E-Learning Days. Educational trips, non-school related athletic competitions, and college and/or career visits are examples of acceptable E-Learning Days.

Student requirements to participate in E-Learning Days:

- Request to use an E-Learning Day made by parent/guardian a minimum of five (5) calendar days prior to the 1st day of online learning (Principals may use discretion. Forms may be found on district and school websites.)
- No unexcused absences for the entire school year, excessive absences (5 or more in a school year), or excessive tardiness (5 or more in a semester)
- Minimum average of 80 in each class prior to the request
- No Class II or Class III discipline write-ups during the semester the request is made
- Students may not take E-Learning Day during the first 5 days of the school year or during the last 10 days of both semesters.

Students have a maximum of five (5) days to complete and submit class assignments, acquire teacher signatures for submitted work, and submit E-Learning Day Form to front office. It is the student's responsibility to acquire the signature of each teacher on the E-Learning Day Form once assignments are submitted. Once all teachers have signed the form, student will submit the completed form to the front office. If all requirements are met, the E-Learning Day will not count as an absence for the student.

## **Guidelines for Makeup Work**

### For all grades

Federal Law requires adherence to 504s, IEPs, PLPs, etc. and accommodations contained within these always supersede the following guidelines.

Students have three school days to bring in a written excuse for an absence.

Additional days to make up work may be granted to a student with administrator approval.

Makeup tests/exams must be of comparable rigor and quantity of questions to the missed test/exam.

### Grades K – 5

For either excused or unexcused absences:

Teachers will make available any missed work to students in grades K-5 and/or their parents. It should be completed by the student and returned to the teacher by the end of the 5th school day following the absence. All work will be accepted, graded, and the grade earned posted into the gradebook management system.

## Grades 6 – 12

### Excused Absences:

It is the responsibility of students in grades 6-12 to contact the teacher(s) to arrange for all make-up work. Students are permitted 5 school days to complete and submit their make-up work. Work is due before the end of the 5<sup>th</sup> day. Submitted work is accepted, graded, and posted into the grade book management system. Unsubmitted work will earn a 0%.

### Unexcused Absences:

The student whose absence is unexcused is not entitled to make up the graded work missed. If a daily or test grade is recorded on the day of absence, the student whose absence is unexcused receives a zero for a grade. If no grade is recorded for other students, no grade will be recorded for the student who is absent.

## **Truancy**

Habitual/excessive unexcused absences from school may require Board officials to refer the matter to juvenile authorities or to initiate truancy proceedings. Seven unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court. The following Early Warning timeline will define the truancy status of a student:

1. 1<sup>st</sup> truancy/unexcused absence – Warning
2. 3<sup>rd</sup> unexcused absence – parent and administrator conference
3. 5<sup>th</sup> unexcused absence – parent and SRO conference
4. 7<sup>th</sup> unexcused absence – court

Only doctor notes will be accepted for student absences once a case has been filed in truancy court.

## **School Participation Absences**

Students who are away from school because of participation in school sponsored activities shall be marked present and allowed to make up school work missed. Permission of the principal shall be obtained by the student who is participating in school sponsored extra-curricular activities which requires the student to be away from school any given day.

## **Perfect Attendance Awards**

Perfect Attendance Certificates shall be awarded to students on the basis of attendance at school each and every day that school is in session; the school day is to consist of the time beginning with the opening of the school day and continuing until the close of school that day.

The time for the beginning of school, the closing of the school day, and the length of the school day shall be determined by the Limestone County Board of Education.

It is the intention of the Limestone County Board of Education that each student in the Limestone County School System who is prompt and regular in attendance for all the days of school required by law, and for each and every period of each school day, be awarded a Perfect Attendance Certificate in recognition of this notable achievement. No child shall be denied such certificate because of being tardy or absent due to the late arrival of the school bus, or upon attendance of a school-sponsored event with the prior permission of the principal, and/or being exempted from a class by the school principal.

## **Tardiness**

A student shall be seated at his/her assigned station for work at the time appointed for the school day or class to begin or be recorded as tardy for the day of class. Chronic tardiness is a Class I Disciplinary Violation.