

Robinson Elementary Attendance Policy

Attendance will be checked each morning and posted on the computer and sent to office personnel.

Tardy

Any student who arrives to class five minutes after students are dismissed from the cafeteria will be considered tardy. These students must report to the office and receive a tardy slip before they will be admitted to class. * This year students are dismissed at 7:55 from the cafeteria and if not in class by 8:00 are considered tardy.

Any student who leaves early will be counted either absent or tardy depending on the number of minutes missed. This is in alignment with the state attendance policy.

Four unexcused tardies in a six-week grading period will result in the student being placed in detention.

Absent

Three unexcused absences in a six-week grading period will result in the attendance officers at Perry County Board of Education being notified. Chronic absenteeism may result in school personnel visiting the home.

A student that misses school should bring an excuse in on the first day they return to school. Absences may only be excused up to two days after the absence occurred. Example: If a student misses school on Monday they will have until the following Wednesday to have the absence excused. After that time the absence cannot be changed. Each student is allowed three parent notes per semester. Each day absent counts as a different parent note. Example: If a child misses three days in a row that would count as three parent notes.

Make-up Work

Assignments for excused absences can be made-up. Assignments for unexcused absences are left to teacher discretion. Any assignment deadline given to a student before an absence will not change. Students are still expected to meet the set deadline.

Students will have one day for every day missed to complete make-up work. Example: If a student misses two days of school they will have two days to complete their make-up work. Any work not turned in on time will not be scored.