

CURRENT ATTENDANCE PROCEDURES

In order for students to benefit from instruction, it is necessary for them to attend school regularly. State funds are allocated to the school system based on the average daily attendance; therefore, a student's absence affects both his/her learning experience and the state funds received by the school system to operate school. Parents are encouraged to see that their children are regular in attendance unless prohibited because of extreme emergency or illness.

Please see information below on unexcused absences, excused absences, and tardies.

<p align="center"><u>OFFENSE</u></p> <p align="center">UNEXCUSED ABSENCES</p>	<p align="center">ALL GRADES PER SCHOOL YEAR</p>
<p align="center">1</p>	<p>The Principal or his/her designee will notify the parent/guardian by telephone or mail that the student was truant and the date of the truancy. Parent/guardian shall also be provided with a copy of Alabama's compulsory school attendance laws and advised of the penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur.</p>
<p align="center">5</p>	<p>The parent, guardian, or other person having control of the child shall attend a conference with the attendance officer and principal or his/her designee and/or participate in the early warning program provided by juvenile court. Attendance at one of these conferences shall be mandatory except, where prior arrangements have been made or an emergency exists. Failure to appear at the school conference and/or to appear at the early warning program shall result in the filing of a complaint/petition against the parent under <i>Code of Alabama</i> (1975), 16-28-12(c) (failure to cooperate), or a truancy against the child, whichever is appropriate.</p>
<p align="center">7</p>	<p>The Attendance Officer will file a complaint/petition against the child and/or guardian, if appropriate.</p>

(Over)

<u>OFFENSE</u> EXCUSED ABSENCES	GRADES K-8 PER SCHOOL YEAR	HIGH SCHOOL	
		SEMESTER	YEAR
Parent conference with the Principal requesting a valid Doctor's excuse for future absence	10	9	18
The Attendance Officer will verify Doctor's excuse with the Doctor. Parents will be notified if further action is warranted.	15		

<u>OFFENSE</u> TARDY	GRADES K-12 PER SEMESTER
Principal will contact the parent.	5
Attendance Officer notified for further action, which may include referral to Family Court Early Warning Program.	10