Jefferson Elementary Attendance Policy

Excused Absences (an absence excused either by phone contact or a note from the parent): Excused absences will be dealt with on a case by case basis. When excused absences become excessive, a letter of concern will be sent, or a conference required. This will be at the discretion of the teacher/principal/counselor (more than 10 = meeting with parent).

Unexcused Absences (no contact by the parent regarding absence):
- 1 unexcused absence per month: reminder call from attendance secretary to send a note or contact the school
- 2 unexcused absences in a month: letter/phone call from counselor
- 3 unexcused absences in a month: mandatory conference with teacher/principal/counselor (attendance contract)
- 5 unexcused absences in a month: Truancy Petition will be filed with courts
- 10 unexcused absences in a year: Truancy Petition will be filed with courts

Tardies - Monthly
- 2 unexcused tardies – reminder call from attendance secretary to inform parents
- 3 unexcused tardies – phone call from counselor to inform parents
- 4 unexcused tardies – conference with teacher/principal/counselor to explain consequences for 5+
- 5-9 unexcused tardies – 15 minute recess detention (to make up missed work from tardy)
- 10+ unexcused tardies – lunch recess detention (to make up missed work from tardy)

Excused Tardiness includes:
- a. Over sleeping – two per year will be excused
- b. Running late – two per year will be excused
- c. Illness when documented by the parent/guardian/physician
- d. Professional and/or court appearance
- e. Periodic medical or dental appointments
- f. Car trouble – two per year
- g. Bad weather
- h. Required religious observances
- i. Funeral for family member or close family friend.

Unexcused Tardiness includes any tardiness that does not fall within the excused tardy list. Failure to call or provide a written explanation for excused tardy will result in an unexcused tardy.