

**ATTENDANCE REGULATION  
(KINDERGARTEN THROUGH SIXTH GRADE)**

In accordance with the policy of the board of education, this regulation shall govern attendance and absenteeism in grades Kindergarten through six.

The maximum number of absences during any nine-week period shall be 5. A student absent from class more than 5 times during a nine-week period shall be required, along with the student's parents, to work out an improvement plan with the principal.

Students who are absent from class shall be required to make up the work missed. Arrangements for doing make-up work must be made prior to the absence or not later than the day the student returns to class.

When a student is absent, the parent or guardian should call the attendance office before noon the day of the absence if possible. Otherwise, the student must bring a note from the parent/guardian explaining the absence.

Three tardies during a nine-week period will be considered one absence.

The following are examples of absences:

**AVOIDABLE**

Vacations  
Trips for visits

**UNAVOIDABLE**

Personal Illness  
Medical Appointments