



PALM SPRINGS NORTH ELEMENTARY



SCHOOL ATTENDANCE DEFINED

Students are to be counted in attendance only if they are present and, in their seat, **when the bell rings** or are engaged in a school-approved educational activity which constitutes a part of the instructional program for the student.

1. Excused School Absence:

- a. Student illness or medical appointment
 - c. Death in family
 - d. Observance of a religious holiday or service when it is mandated or all members of a faith that such a holiday or service be observed
 - e. School-sponsored event or activity previously approved
 - f. Other individual student absences beyond the control of the parent or student, as determined and approved by the principal or the principal's designee
- Students granted an excused absence have the right to make up classwork within 3 days of returning
****Please note, unexcused absences on testing dates and 10 or more unexcused absences may result in the loss of field trips and activities.**
 - **Early Sign Out**
The early release of students causes disruption to the academic performance of all students and may create safety and security concerns. **No students shall be released within the final thirty (30) minutes of the school day unless authorized by the principal or principal's designee (i.e., emergency, sickness).**

The following measures will be taken regarding excessive unexcused absences and tardiness:

- **5 UNEXCUSED EARLY RELEASES:** Students will not be permitted to make-up work, which will result in zeros for assignments/tests missed.
- **5 UNEXCUSED ABSENCES/TARDIES:** Teacher will submit to **the counselor**, a Student Case Management (SCM) Referral AND contact the parent.
- **10 EXCUSED & UNEXCUSED ABSENCES/TARDIES:**Teacher will submit another SCM to the counselor and contact the parent again. A mandatory conference with an administrator and the Attendance Review Committee (ARC) will be conducted.
- **15 EXCUSED & UNEXCUSED ABSENCES/TARDIES:**
 - Teachers will submit another SCM and a mandatory conference with an administrator and the Attendance Review Committee (ARC) will be conducted.
 - School Social Worker referrals will be submitted (intervention on case as needed).
 - A Truancy Referral will be submitted (as needed).
 - Students on a Parent Choice Transfer will return to their home school.

****Please note that ten or more tardies as well as unexcused absences may result in loss of activities and/or field trips.**

- **Late Arrival:** Students whose class is in the PLC who are tardy to the PLC security desk to secure a late pass. All other students report to the main entrance on 176th Street to secure a late pass. Excessive tardiness may result in loss of privileges, detention, parent conference, and/or suspension. Students who are tardy to school must report to the Attendance Office to secure an admit. Excessive tardiness may result in loss of privileges, detention, parent conference, and/or suspension.

