



ATTENDANCE

Students are expected to attend school daily for the entire instructional day. Any deviation from these hours is a serious disruption to the student's educational program.

The only acceptable excuses for absence are personal illness, serious illness in the entire family, death of a close relative, (parent, sibling or grandparent) or an observance of a religious holiday. Prolonged absences have an impact on your child's learning and may hinder his/her educational progress.

If your child is going to be absent or tardy, a parent or legal guardian is required to call the school as early as possible, **prior to 7:45 a.m.**, on the day of the absence.

If we receive no parental phone call, school personnel will attempt to call the home to verify the absence. A meeting may be required with the guidance office and/or administration for students with attendance concerns.

If no excuse is provided for the absence, it is considered an unexcused absence. If your child is absent during the day he/she may not attend afternoon or evening activities. Should your child be absent for 2 or more days, the school nurse or the administration may require a doctor's note.

EXTENDED VACATIONS

Lora B. Peck Elementary believes strongly in the importance of regular attendance by all students. **Parents are strongly urged not to schedule family vacations during school days and not to extend the scheduled vacation periods. Parents of students who do take vacations during school time should inform the building Principal at least one week in advance explaining the length of time for the vacation and the reason.**

Should a parent choose to keep a student out of school for reasons other than illness or extenuating family circumstances, teachers will provide the normal range of assistance upon the student's return to school. Advance assignments will be provided to students at the teacher's discretion. The school will not assume responsibility for providing individual tutoring or extensive individual help for the student when he/she returns.

MAKE-UP WORK

If a child is going to be absent for an extended length of time, please call the school to make arrangements for any missed work that can be done at home. These assignments can usually be picked up at the end of the school day with the request being made prior to 9:00 a.m. Teachers will make every effort to assist students who need extra help in making up work due to illness. Students will have one day beyond the number of days they were absent to complete make-up work.

TARDY PROCEDURE

Promptness to school is very important. Students are to be ready to begin the day in their classroom promptly at

8:00 a.m. Students that enter the classroom tardy miss pertinent information that is essential to their daily success. Students arriving after 9:30 a.m. are marked absent for the day.

If a student arrives after 8:15 a.m., he/she must report to the main office. Clerical staff will issue a tardy slip, which will be required for entry into class. No exceptions. The teacher will return the student back to the office for a permit.

In cases of habitual tardiness, parent contact will be made and appropriate administrative discussion will take place to remedy the problem.