

Attendance Policies

Regular school attendance is not only required by law, it is absolutely critical to good scholarship. It is also a key ingredient in the development of character, job responsibility, and commitment to the educational process. A relaxed attitude in this area not only compromises all of the above, but makes things very difficult for the teacher in the classroom.

To be effective and consistent, therefore, FCCS establishes the following policies and procedures:

Attendance

- Regular attendance is essential both to the student's well being and to that of the class as a whole. Make-up work is no substitute for being in class; however, it is important that work be completed if a child is absent.
- Students should not arrive at school prior to 15 minutes before the start of school (the only exception would be bus students) and should be picked up by 15 minutes after the completion of school.
- The school cannot assume liability for students arriving or departing before or after these times and the staff of FCCS will not be available to supervise outside of this time frame.

Tardiness

- Tardiness disrupts a class. Habitual Tardiness **will** become grounds for **after school detention**, suspension or dismissal. All tardies will reset to zero after each quarter. 4th tardy – a letter will be sent home. 5th tardy and all subsequent tardies each quarter will result in after school retention until 3:30 pm.
- Students who are late to school (arriving after 8 a.m.) will be logged in as tardy in the teacher's attendance book, which will include a record of the number of minutes the student is late. If a student accumulates more than three tardies in a quarter, parents may be contacted for a conference with the administrator. Habitual tardiness may become grounds for suspension or dismissal.
- A signed note, verbal explanation, or phone call from the parent (or supervising guardian) is required when a student is tardy.
- Arrivals after 10:00 a.m. will be recorded as a half-day absence, not as a tardy, and a note will be required from the parent so that it can be determined whether the absence is excused or unexcused.

Excused Absences

- The only absences that will be excused are: (1) illness, (2) death in the immediate or extended family, (3) medical appointments (doctor, dental, etc.), (4) pre-arranged family vacations, and (5) pre-arranged and approved special trips. Excused pre-arranged special trips require a five school-day notification. The administrator reserves the right to excuse absences due to unusual circumstances.
- Parents should notify the school by 9 a.m.
- It is the student's responsibility (the parent's responsibility for kindergarten and second grades) to get all homework assignments when school is missed. The amount of time allowed for make-up work will be situation-based and according to the teacher's discretion.

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Unexcused Absences

- Any absence for any reason other than those listed above will be considered an unexcused absence. All work for that day will receive a zero.
- The administrator will handle unexcused absences and truancies.

Accumulated Absences (does not apply to preschool)

- Absences from class must not exceed 10 days per semester without a written doctor's excuse.
- Students who have been absent for more than 25 days in the school year may be considered for retention. A parent conference will take place with the administrator. To justify promotion, each student must have so many hours of face-to-face classroom instruction. The integrity of a student's education is severely compromised when this many days of school are lost.

Medical/dental appointments

- These should be arranged so that they will not interfere with classes. If this is impossible, the student should miss as little school time as workable (e.g., one hour, ¼ day, and ½ day). Absences for medical/dental/optometry appointments will be honored as "excused."
- Notes will be required for:
 - A doctor's appointment (let us know as soon as you know).
 - A student to be excused from physical education (due to illness or a medical problem).
- In case of illness or injury at school, the FCCS Nursing Policy will be followed.