

ABSENCES AND TARDINESS

Students who arrive after **7:45 a.m. (CST)** are counted tardy and **MUST** be signed in by a parent or guardian. Students cannot sign themselves into school. According to state law, students leaving before **2:45 p.m. (CST)** are also counted **tardy**. State guidelines mandate that your child be in attendance 100% of the school day. The school day at ACES is defined as **7:45 a.m. to 2:45 p.m.** Attendance is kept on a state mandated computer system. **Students arriving after 7:45 a.m. are tardy. Students who leave before 2:45 p.m. are also tardy.** Attendance will be calculated using minutes and percentages of days missed instead of simple tardies and half-day absences. Minutes missed will add up to tardies and/or an attendance event. An attendance event is anything over 60 minutes in a school day. If a student leaves at any point during the school day, this will accumulate to the percentage of the day/days that they have been absent from school. Excessive tardies and/or absences from school may lead to contact from school or district staff. Excessive tardies and/or absences that are not remedied may result in district personnel referring the case to the court system.

Documenting Absences and Tardies

It is the responsibility of the parent or guardian to notify the school as to the reason for a student's absence or tardy. **THIS MUST BE DONE IN WRITING** on the day that the child returns to school. **PHONE CALLS ARE NOT ACCEPTABLE.** We must keep written excuses on file. If you do not send a note, your child is automatically coded as **UNEXCUSED. This also applies to tardies. You are allowed six parent notes per year and 10 doctor notes per year.** If your child is absent from school, you may receive a phone call from the school verifying your child's absence. It is the student's responsibility to get missed assignments from the teachers and complete them in a reasonable time (1-3 days). Teachers are only responsible for allowing students to make-up work missed on days that have been declared an excused absence. Any work missed may result in a zero for that day's work. All parent notes and doctor notes must be turned into the school **no later than five (5) days after the day(s) that were missed.**