

**STUDENT ATTENDANCE ADMINISTRATIVE REGULATION
(GRADES K-8)**

Consistent attendance in school is of prime importance in students' educational achievement. The following regulations are intended to monitor student attendance and provide incentives for students for regular attendance in Grades K-8.

- A. Parents are expected to notify the building administrator/designee when they know in advance that their child will be absent from school.
- B. When a student is absent due to illness and for other unforeseen circumstances, parents shall provide a written explanation addressed to the building administrator/designee.
- C. Absences for portions of school days and tardiness will be counted cumulatively and translated into equivalent days.
- D. In grades K-8, a cumulative absence (excused and unexcused) of 15 days will result in the referral of a student to the Promotion/Retention Committee for consideration of retention or referral to Special Education for the PET Process.
- E. Cumulative absences (excused and unexcused) of 30 days for students in grades K-8 require retention, unless the Promotion/Retention Committee makes a specific exception (taking into account any extenuating circumstances such as long-term illnesses, accidents and other unusual conditions that should be given special consideration).

The attendance regulation policy for BHS and COT is in the Student Handbook.

Cross Reference: IKE-R – Promotion/Retention Administrative Regulation

Adopted: March 14, 1995

Revised: April 27, 1999, September 12, 2000