

VAUGHN ROAD ELEMENTARY STUDENT ATTENDANCE

ALL students should report to school no later than 8:05 a.m. each morning and are considered tardy after 8:10 a.m.

- All teachers enter daily attendance into the INOW system at 8:10 a.m. when the tardy bell rings.

LATE CHECK-INS:

Students arriving after the 8:10 a.m. tardy bell must be signed in by an adult at the school office. **DO NOT DROP CHILD OFF AT THE DOOR IF IT IS CLOSE TO 8:10 a.m.** Late check-ins are marked "Excused" only for the same reasons as absences. No makeup work is allowed for "Unexcused" late check-ins.

ABSENCES:

A WRITTEN EXCUSE IS REQUIRED FOR ALL ABSENCES FROM SCHOOL.

- All written (NO VERBAL) excuses will be entered into INOW by the front office.
- All written excuses will be kept in a file in the front office — by student name.
- Teachers may not accept verbal, emailed, or text messaged excuses from parents.

EXCUSES FOR ABSENCES MUST BE SENT WITHIN (3) THREE DAYS OF THE STUDENT'S RETURN TO SCHOOL AFTER AN ABSENCE.

Absences will only be excused for the following reasons:

- Personal Illness
- Serious illness in the family verified by an Attendance or District Resource Officer
- Death in the immediate family (not to exceed one week).
- Absence for the observance of recognized holidays of the child's own faith.
- Inclement weather which makes it dangerous to attend school.
- Court-required appearance.
- Emergency conditions as determined by the superintendent or principal.
- Prior permission of the principal with request from the parent, guardian, or legal custodian. (Parent should complete the "Prior Approval of Absence" form, which may be obtained from the school office. The form must be signed by the principal before the absence takes place.)

Absences for students who miss school as a result of suspension will be marked as unexcused. NO make-up work is allowed for unexcused absences and a failing grade will be given for missed assignments.

EARLY CHECK-OUTS:

Students who leave school for any reason must check-out through the school office. ONLY persons whose names appear on the schools registration card may check-out students.

VALID PHOTO IDENTIFICATION IS REQUIRED FOR CHECK-OUTS.

**A student will not be eligible for perfect attendance if the student has any absences, late check-ins, or early check-outs.