

Attendance

Parents often ask what they can do to ensure that their child is successful at school. One of the most important things a parent can do is to make sure their child attends school all day, every day, and arrives each day before 8:15 AM. If your child will be absent, call the school at 434-5260 or 434-5261 (before 9:00 AM). If we do not receive a call from you by 9:00 AM, our Family/School Coordinator will call home. Periodically, we will send letters home detailing the number of absences and/or tardies a student has received.

SCHOOL ATTENDANCE REQUIREMENTS

1. It is essential that each student be present every day school is in session. Research indicates there is a direct correlation between school attendance and success in school. We believe it is important to expect and to assist students in being in school and on time. Students who are present at school derive maximum benefit from the instructional program and develop habits of punctuality, self-discipline, and responsibility.
2. Appointments should be scheduled outside of the school day, when possible, and vacations during the appointed breaks.
3. The implementation of the progressive truancy intervention plan will begin after three (3) unexcused absences:
 - a. Tier 1 - A student having five (5) or more unexcused absences will result in a parent and/or student meeting with a school official.
 - b. Tier 2 will be implemented if unexcused absences continue - school officials will make a review of the student's absences.
 - c. Tier 3 will be implemented if unexcused absences continue - parents/guardians will be referred to Central Office for a meeting with the court's Probation Officer, a DCS representative, a representative from the school, and the Attendance Supervisor for Johnson City Schools.
 - d. If attendance does not improve after the above meetings, a truancy petition WILL BE filed in court and a report WILL BE made to the Tennessee Department of Children's Services.
4. A student must be in school for 3 hours and 31 minutes to be considered present for the day.
5. If a student is not feeling well, they are allowed five (5) absences per year, without going to a doctor. A written parent note is required upon the student returning to school.

- a. After the allowed five (5) parent note days, a doctor/dentist note is required for additional absences.
6. Parents should call the school by 9:00 a.m. when their child will be absent. After an absence, our policy requires that a written excuse from the parent or a doctor excuse, be sent to the office the day the child returns to school.
7. A student is allowed three (3) parent request days per year. The principal must approve parent request days.
8. Johnson City School Board Policy 6.200 states "Upon recommendation of the principal, students in grades K-8 who are absent more than twenty (20) days may not be promoted to the next grade. All absences, excused or unexcused, are counted in the maximum number of days that may be missed during a session or school year."

Tardy/Early Dismissals

Arriving on time and remaining the entire school day provides students with full academic instruction. Some acceptable reasons for being tardy or being dismissed early include medical or dental appointments (doctor's excuses required) or a death in the immediate family.

Unexcused tardy – A student arriving at school after 8:15 AM, for unacceptable reasons, will have an unexcused tardy.

Unexcused early dismissal – A student leaving school before 3:15 PM, for unacceptable reasons, will have an unexcused early dismissal. Upon the third unexcused tardy and/or early dismissal in a grading period, the student will be subject to one or more of the following consequences: loss of recess, after-school detention, lunch detention, and/or loss of other privileges. The Principal also has the authority to implement "time for time" procedures that would allow students to make up time missed from school.

Elementary Tardy Policy

Upon the 3rd UNEX tardy and/or early dismissal in a grading period, the student will be subject to a consequence to make-up missing work (e.g. loss of recess or lunch detention). The school principal has the authority to implement "time for time" procedures that would allow students to make up time missed for school due to tardiness/early dismissals.

Missed Classwork for Absent Students

If a parent wishes to pick up missed classwork for an absent child, please call the office (423-434-5260) before 8:30 AM each day. A note will be placed in the classroom teacher's mailbox notifying them that assignments need to be sent to the office by 2:30 PM. Assignments can be picked up in the office between 3:30 PM and 4:00 PM each day the student is absent. Assignments will only be sent to the office if a parent has requested the assignments.