ATTENDANCE POLICY

We recognize that children learn at different rates. Formal learning is greatly reduced if your child is not in school. State law requires school attendance. Legitimate reasons for absences are illness, death in the family, and religious holidays.

ILLNESS
There are a variety of illnesses that require a child to stay home until the symptoms are gone or a doctor gives permission for the child to return to school. Because we cannot risk the health of other students by exposing them to conditions that may cause illness and loss of schooling, the school nurse may require a doctor’s note or determine if a student can return to school.

UNEXCUSED ABSENCES
All absences are considered unexcused unless a note is sent from home within 48 hours of the absence. However, no student absences can be “excused” after the 10th absence without a doctor’s note.

EARLY DISMISSAL
Early dismissal is considered as missing instructional time and more than ten early dismissals/tardies combined will require a doctor’s note or principal permission.

Please remember that removing your child from school earlier than 3:35 is a disruption in learning for the class and your child, and should only be done when absolutely necessary.

TARDY
A student is tardy if they are not in their classroom when the 8:35 a.m. bell rings. Also, a student who arrives after 12:05 a.m. will be considered absent for that day. More than ten tardies/early dismissals combined will require a doctor’s note or approval from the principal to be excused.

We have included an outline of our attendance policy for parents. Further information is available in our WCS Board Policies 6.200.

FAMILY TRIPS
Principal permission must be requested prior to taking a personal trip by completing a Family Trip Request Form. Teacher will complete a portion of the form, and the principal will determine whether or not to excuse the trip based on prior attendance and academic progress.

ABSENCE CONSEQUENCES

Level 1 – 5th unexcused absence = Formal letter from Williamson County Schools

Level 2 - 9th unexcused absence = Second formal letter from WCS and administration requests parent conference

Level 3 - 11th unexcused absence = Third Formal Letter from WCS and administration must file a truancy petition with the juvenile court system.