

Hawkins Elementary School Attendance and Tardy Policy

Purpose: Regular attendance is essential for student success. Absences and tardiness disrupt learning and impact student progress. This policy ensures that students attend school consistently and arrive on time.

Attendance Expectations:

- Students are expected to attend school daily, arriving on time and staying for the entire instructional day.
- Parents/guardians must notify the school office if a student will be absent.
- Excused absences include illness, medical appointments, family emergencies, religious observances, and other circumstances approved by the principal.
- Unexcused absences include vacations, missing the bus, or absences without parental notification.
- After **three (3) unexcused absences**, the school will notify parents/guardians. Continued absences may result in further interventions.

Tardy Expectations:

- The school day begins promptly at **8:20a.m. for Prek-1st and 8:35a.m. for 2nd -5th grade.**
- Students arriving after the designated start time are considered tardy and must check in at the office before going to class.
- Excessive tardiness (more than **5 tardies per quarter**) may result in a meeting with parents/guardians to develop an attendance improvement plan.

Intervention and Support:

- The school will work with families to address attendance issues through communication and support services.
- Chronic absenteeism (missing 10% or more of school days) may lead to a referral to an attendance program or further administrative action.

Recognition for Good Attendance:

- Students with exemplary attendance may receive recognition through certificates, awards, or special privileges.

We appreciate parental support in ensuring that students attend school regularly and on time. If you have any questions or concerns, please contact the school office.