

Half-Day Absence Regulations

Policy Statements

- If a student comes in between the start of the student day and the established half-way time, the student is recorded as "T" for tardy.
- Students are marked half-day absent if they come in after the established half-way point in the student day.
- Students are marked half-day absent if they report to school and then leave before or at the established half-way point in the student day (and do not return for the remainder of the day). The exception to this guideline is the child who reports to the clinic for a head check for lice and is determined to be unable to stay for school due to continuing evidence of head lice. That child never reported to the classroom for the instruction and therefore is counted absent for a full day.
- If a student leaves after the half-way point of the student day, he/she is marked "E" for early dismissal. This marking is not currently reported on the report card. However, it is recorded in EMIS; a report can be generated for any student for whom the number of early dismissals becomes a concern.
- If a student attends school for any portion during each half-day time frame, he/she is never to be counted absent for that portion.

- Determining when students are tardy

A student is considered tardy and marked "T" for late arrival up to and including the following times for each building. Arrival after each listed time is marked as a half-day absence.

Senior High School	Tardy when arriving up to and including 10:00 a.m.
Freshman School	Tardy when arriving up to and including 10:11 a.m.
Middle School	Tardy when arriving up to and including 11:23 a.m.
Intermediate School	Tardy when arriving up to and including 11:10 a.m.
Elementary Schools	Tardy when arriving up to and including 12:15 p.m.
Kindergarten Center (A.M. class)	Tardy when arriving up to and including 10:30 a.m.
(P.M. class)	Tardy when arriving up to and including 2:30 p.m.

- Determining when students are half-day absent

A student is considered half-day absent when he/she arrives after the following times:

Senior High School	Half-day absent when arriving after 10:00 a.m.
Freshman School	Half-day absent when arriving after 10:11 a.m.
Middle School	Half-day absent when arriving after 11:23 a.m.
Intermediate School	Half-day absent when arriving after 11:10 a.m.
Elementary Schools	Half-day absent when arriving after 12:15 p.m.
Kindergarten Center (A.M. class)	Half-day absent when arriving after 10:30 a.m.
(P.M. class)	Half-day absent when arriving after 2:30 p.m.

- Determining when students are marked for early dismissal

If a student is checked out under early dismissal any time between the times listed below, he/she is to be marked "E" for an early dismissal.

Senior High School	Early dismissal when checked out between 10:00 a.m. and 1:55 p.m.
Freshman School	Early dismissal when checked out between 10:11 a.m. and 1:46 p.m.
Middle School	Early dismissal when checked out between 11:23 a.m. and 2:46 p.m.
Intermediate School	Early dismissal when checked out between 11:10 a.m. and 2:26 p.m.
Elementary Schools	Early dismissal when checked out between 12:15 p.m. and 3:30 p.m.
Kindergarten Center (A.M. class)	Early dismissal when checked out between 10:30 a.m. and 11:40 a.m.
(P.M. class)	Early dismissal when checked out between 2:30 p.m. and 3:45 p.m.

(Implementation date: October 1, 1997; Revised Feb. 23, 2000)