

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 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 followings 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 11:10 a.m.
Freshman School	Tardy when arriving up to and including 10:10 a.m.
Middle School	Tardy when arriving up to and including 10:25 a.m.
Intermediate School	Tardy when arriving up to and including 11:25 a.m.
Central & North Elementaries	Tardy when arriving up to and including 12:10 a.m.
Central & North AM Kindergarten	Tardy when arriving up to and including 10:10 a.m.
Central & North PM Kindergarten	Tardy when arriving up to and including 2:10 p.m.
East & South Elementaries	Tardy when arriving up to and including 12:40 p.m.
East & South AM Kindergarten	Tardy when arriving up to and including 10:40 a.m.
East & South PM Kindergarten	Tardy when arriving up to and including 2:40 p.m.
West Elementary	Tardy when arriving up to and including 12:25 p.m.
West AM Kindergarten	Tardy when arriving up to and including 10:25 a.m.
West PM Kindergarten	Tardy when arriving up to and including 2:25 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 11:10 a.m.
Freshman School	Half-day absent when arriving after 10:10 a.m.
Middle School	Half-day absent when arriving after 10:25 a.m.
Intermediate School	Half-day absent when arriving after 11:25 a.m.
Central & North Elementaries	Half-day absent when arriving after 12:10 p.m.
Central & North AM Kindergarten	Half-day absent when arriving after 10:10 a.m.
Central & North PM Kindergarten	Half-day absent when arriving after 2:10 p.m.
East & South Elementaries	Half-day absent when arriving after 12:40 p.m.
East & South AM Kindergarten	Half-day absent when arriving after 10:40 p.m.
East & South PM Kindergarten	Half-day absent when arriving after 2:40 p.m.
West Elementary	Half-day absent when arriving after 12:25 p.m.
West AM Kindergarten	Half-day absent when arriving after 10:25 p.m.
West PM Kindergarten	Half-day absent when arriving after 2:25 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 11:15 a.m. and 2:25 p.m.
Freshman School	Early dismissal when checked out between 10:15 a.m. and 1:25 p.m.
Middle School	Early dismissal when checked out between 10:30 a.m. and 1:40 p.m.
Intermediate School	Early dismissal when checked out between 11:30 a.m. and 2:40 p.m.
Central & North Elementaries	Early dismissal when checked out between 12:15 p.m. and 3:25 p.m.
Central & North AM Kindergarten	Early dismissal when checked out between 10:15 a.m. and 11:25 a.m.
Central & North PM Kindergarten	Early dismissal when checked out between 2:15 p.m. and 3:25 p.m.
East & South Elementaries	Early dismissal when checked out between 12:45 p.m. and 3:55 p.m.
East & South AM Kindergarten	Early dismissal when checked out between 10:45 a.m. and 11:55 a.m.
East & South PM Kindergarten	Early dismissal when checked out between 2:45 p.m. and 3:55 p.m.
West Elementary	Early dismissal when checked out between 12:30 p.m. and 3:40 p.m.
West AM Kindergarten	Early dismissal when checked out between 10:30 a.m. and 11:40 a.m.
West PM Kindergarten	Early dismissal when checked out between 2:30 p.m. and 3:40 p.m.

(Implementation date: October 1, 1997; Revised February 23, 2000; Revised June 24, 2011;
Revised July 23, 2012)