

ORANGE ELEMENTARY

Attendance and Tardiness Procedures

ATTENDANCE

If for any reason your child will not be attending school, please call the school office at **736-3455**. Please give your child's name, the name of your child's teacher and the reason for the absence. Remember only illness, medical appointments, required court appearances, and funeral services are considered excused absences. For your convenience, you may leave absence information on the school recorder before and after school hours. A student may be removed from school enrollment after ten consecutive school days of unexcused absences. If your child must be out for a week or more for an unexcused absence, please inquire at the school office about completing an Independent Study Plan.



TARDINESS

Any student arriving after 7:45 is considered tardy and must have a late pass from the office in order to be admitted to class. Students who arrive more than 30 minutes late are considered truant by state law, unless they were ill or at a medical appointment. If a student receives over **three** 30-minute tardies during the school year, parents will receive a letter regarding these truancies. Parent of students who are frequently absent or tardy may receive a home visit by the District Attendance Counselor.