

**GREENE COUNTY SCHOOL SYSTEM**  
**K-8<sup>th</sup> Grade Attendance**

1. A parent note may be accepted for a maximum of two (2) days per nine (9) week period.
2. Notes must be presented to the office the day the student returns to school. The student's absence will be classified unexcused without a note.
3. All other absences must be accompanied by a physician's statement, other documentation such as an obituary, or be prearranged with the principal to be classified excused.
4. A student who comes to class late (after the late bell) or leaves early (prior to the dismissal bell) will be considered tardy. Students arriving after the tardy bell, should be accompanied to the office by their parent/guardian for safety reasons. Three unexcused tardies in a nine weeks will be considered an unexcused absence. The same rules for classifying absences excused or unexcused will apply to tardiness.
5. Any student that accumulates three unexcused absences during a nine (9) week period may be assigned to attend a two-hour make-up session after regular school hours. This will be scheduled at the discretion of the principal. For each unexcused absence, after the third, an additional two-hour session may be required. Students have the opportunity to complete any work during the make-up sessions.

All make-up sessions must be completed before the end of the nine (9) week period. If assigned students do not stay for the after-school session, they will be required to spend a day in In-School Suspension.

6. Excessive absence, even when accompanied by a physician's statement or a parent note, may result in truancy charges.
7. Students who are absent five (5) days without adequate excuse will be reported to the Director of Schools or his designee who will, in turn, provide written notice to the parents/guardians of the student's absence.