

ATTENDANCE POLICY

Attendance at school or class is defined as follows:

Students are to be counted in attendance only if they are actually present for at least two **(2) hours of the day** or engaged in a school-approved educational activity which constitutes a part of the instructional program for the student. Excellent attendance has a profound and positive effect on your child's progress at school; however, please do not send very ill children to school for his/her sake as well as the sake of others. Every absence and tardy must be followed by a note from home which should include the date and the nature of the illness or the reason for the late arrival. If your child is absent for more than 2 consecutive days, please email the teacher to inform of condition and to make any arrangements necessary for continuity of your child's education.

TYPES OF ABSENCES

Excused Absences

Board Policy 5200 -Attendance, defines Excused School Absence as:

- A. Personal illness of the student (medical evidence may be required by the principal or designee for absences exceeding five consecutive days). The written statement must include all days the student has been absent from school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, the student must be under the supervision of a health care provider in order to receive excused absences from school.
- B. Medical Appointment: If a student is absent from school due to a medical appointment a written statement from a health care provider indicating the date and time of the appointment must be submitted to the principal.
- C. Death in immediate family.
- D. An approved school activity (absences recorded but not reported).
- E. Other absences with prior approval of the Principal.
- F. Attendance at a center under Department of Children and Families supervision.
- G. Significant community events with prior permission of the Principal.
- H. Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service should be observed

- I. Court appearance of the student, subpoena by law enforcement agency or mandatory court appearance.
- J. Outdoor suspensions.
- K. Other individual student absences beyond the control of the parent or student, as determined and approved by the Principal, require documentation related to the condition.

Unexcused Absences

Any absence that does not fall into one of the above excused absence categories is to be considered unexcused. Any student who has been absent from school will be marked with an unexcused absence until the required documentation is received. Failure to provide the required documentation within three school days upon the return to school will result in an unexcused absence.

Unexcused absences include:

- Vacations, personal services, local non-school event, program or sporting activity
- Older students providing supervision for siblings
- Illness of others
- Non-compliance with immunization requirements (unless lawfully exempt).

Unexcused absences do not require that the teacher provide make-up work for the student.

However, the Attendance Review Committee may assign educationally-related activities to mitigate the loss of instructional time.

EARLY DISMISSAL

A parent or an authorized adult must come to the school's attendance office to request an early dismissal for a student. No student will be released except to those adults authorized on the Emergency Contact Card. Picture identification is required. To minimize classroom interruptions and to promote continuity of instruction at the end of each day, **students will not be released 30 minutes or less than their scheduled departure time.** Example: If a child leaves at 1:50 p.m., he/she may not be picked up early unless it is prior to 1:20 p.m.

TARDY POLICY

It is a reasonable expectation that in order for a learning activity to exist, each student must arrive to class on time (punctually). A child who is not in his/her classroom at 8:20 a.m. (Pre-K -1) or 8:35 a.m. (2-5) is considered tardy. School is a child's place of business, and we strongly encourage the habit of punctuality.

- **Any student arriving after 8:35 am will report directly to the office for a tardy pass.**

Students who are consistently tardy do not fully benefit from the instructional environment. It is vital that your child is on time and ready to learn every day. Accumulated tardies will be counted towards the threshold for initiating an attendance review. Excessive tardies will result in the students losing privileges, detention, parent conference.

The following steps will be followed should students be tardy to school:

- 1st tardy Warning issued
- 3rd tardy Teacher will contact parent
- 5th tardy Letter will be sent to the parent and **Students on out-of area transfers will be returned to their home school.**
- 10th tardy Parent is required to contact the school and come in for a mandatory conference with the principal or designee.
- 15th tardy School social worker will be sent to the home to provide assistance.
- 20th tardy An Attendance Review will be initiated by the Attendance Review Committee.