

# Kennedy Elementary

## ATTENDANCE

Good attendance and arriving on time are crucial to your child's success at school. If your child will not be attending school and needs to stay home please call the school office.

A written excuse or telephone call by a parent is required each time that your child is absent or tardy. We have an answering machine for your convenience at 510-818-3400 or email at [kennedyoffice@newarkunified.org](mailto:kennedyoffice@newarkunified.org). Please remember we lose state funds each time that your child is absent. If your child will be out of school 5 or more consecutive days an Independent Study Contract may be submitted.

**TARDY:** students arriving after 8:10 a.m. must report to the office to pick up a tardy slip before going to the classroom. An excused tardy would include a family emergency, medical or dental appointment with a Doctor's note. Cases of excessive unexcused tardiness and absences will be referred to student services and the Student Attendance Review Board (SARB).

If your child has a medical appointment during the school day, you must pick up your child at the office. A note to the office would be greatly appreciated. Children will remain in the classroom until the parent arrives at the office. Please do not go directly to the classroom. You must come to the office to sign your child out and if the child is returning to school, sign back in.

If your child says that he/she is ill (or was ill the day before), please check them closely before sending them to school. If they are coming down with a flu or cold, or are still sick, they need to be kept home. The District health nurse asks that all children be kept at home with a fever or vomiting. The student should be fever free for 24 hours following a normal temperature reading. Your child can do their best work only when they are feeling well.

## **Newark Unified School District Attendance Intervention Process**

The Newark Unified School District Attendance Intervention process was established in order to improve student attendance. The primary goal is to get students back into the classroom where they can learn.

California Education Code 48260, article 5 defines truancy and who is truant.

- a. Any pupil subject to compulsory full-time education or to compulsory continuation education which is absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30 minute period during the school day without valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district.

A student in violation of the above law is what begins the attendance intervention process.

### **1<sup>st</sup> Letter:**

When a student has had 3 unexcused absences or 3 tardies in excess of 30 minutes each, or any combination the site will send NUSD Attendance Letter 1. This letter notifies the parent/guardian that their child is beginning to have an attendance problem. It informs them that if this situation is not corrected additional steps will be required.

### **2<sup>nd</sup> Letter:**

When a student, who has already been sent NUSD Attendance Letter 1 accumulates 5, unexcused absences or 5 tardies in excess of 30 minutes each, or any combination the site will send NUSD Attendance Letter 2. This letter informs the parent/guardian of the continued attendance problem and requires the parent/guardian and student to attend a meeting with the site administrator to discuss this issue. This process is called SART (School Attendance Review Team).

### **3<sup>rd</sup> Letter:**

When a student has accumulated 7 unexcused absences or 7 tardies in excess of 30 minutes each, or any combination then the site will send out NUSD Attendance Letter 3. This letter informs the parent/guardian that the school is now reporting their child as a habitual truant and they are being reported to the district's attendance personnel for violation of Ed. Code 48260.

### **4<sup>th</sup> Letter summons to appear before SARB:**

When a student has accumulated 10 unexcused absences or 10 tardies in excess of 30 minutes each, or any combination the site will notify district attendance personnel who will send out NUSD Attendance Letter 4. This letter is the official notification requiring the parent/guardian and student to appear before the SARB (School Attendance Review Board) panel.