

## Attendance Policies for Parent/Guardians

The beginning of the school year is fast approaching and along with the many other exciting issues there are several management issues to be handled. One of the key issues to be dealt with is attendance. I am taking this opportunity to share the key state laws related to attendance and our district specific policies related to attendance.

A student may be absent for part or all of ten (10) school days per year as a result of parental/guardian request. The school must be notified by the parent/guardian prior to 8:30 am the morning of the absence (this will be 9 am for high school students due to the fact that the high school student handbook is already being printed with the 9 am time requirement) The 8:30 time was arrived at as a result of a meeting in which we discussed the need to verify the students safety before our traditional 9 am deadline.

Failure to appropriately notify the office will result in the absence being recorded as an **UNEXCUSED** absence. Three unexcused absences will result in a referral for truancy. Each family will be given one courtesy call in order to remind the parent/guardian of the policy. The courtesy call will occur on the first occasion when the procedure was not followed correctly.

Students who do not report to school or leave due to a doctor/dental appointment will need to provide a doctor/dentist excuse form immediately upon returning to school. Immediately upon returning means the same day of the appointment if the child returns to school that day or the next day of attendance if the child is out for the remainder of the day. A parent/guardian must still call the school prior to the absence to make the school aware of the appointment.

It is worth noting that Doctors notes that are not turned in the timely manner noted above will not be acceptable to excuse an absence for attendance or for the high school final exam waiver policy. In other words, for high school students that bring in doctors notes after several days have passed, the time will be counted against their waiver time.

We understand that everyone's lives are busy and sometimes details are overlooked. That is why this article is being printed in the newsletter and one courtesy call will be given to each family. We feel strongly that regular attendance is important. We have a job to provide a quality education to your children, in order to provide that education the children must be here. If school personnel are aware of absences and extenuating circumstances we will be able to provide better services to the child.