



# Attendance Policy

→ FOR MTSD PRE-K

## Why is Attendance Important?

Early childhood education is an important part of children's academic career. Early childhood education sets the foundation for children's social/emotional skills development, along with the development of their literacy and math skills. Research indicates regular participation in Pre-K helps establish good attendance habits for elementary school and leads to success in school. To fully benefit from early childhood education, children need to regularly attend school.

## Excused & Unexcused Absences

Understandably, absences can occur for valid reasons. Accepted absence reasons include illness or physical injury, quarantine, death in the family, school sponsored tours and trips, non-school-sponsored education experiences with pre-approval, medical and dental appointments, required court attendance, family emergency, hazardous travel and severe weather conditions, and religious observations. When a student is ill, the Pre-K Health Safety Plan: Policy & Procedures outlines when a child should stay home from school and for how long.

Absences due to other reasons are considered unexcused.

## Notifying the Teacher of Absences

Parents are expected to notify the classroom teacher prior to an anticipated student's absence, no later than 8:00 am the day of the student's absence. If the absence is due to an emergency, please notify the classroom teacher as soon as is reasonably possible.

Parents can call / leave a message on the classroom phone or email the teacher directly.

## Excessive Absences

Student absences are monitored by the classroom teacher. When excessive absences are noted (e.g., 5 consecutive unexcused absences, several absences over a period of time), it is brought to the attention of the MTSD Pre-K Program Supervisor. A review of the situation may warrant a meeting with the parents, the requirement of absence documentation, and/or the development of an attendance agreement to improve and support the student's attendance.

Parents of children who receive a scholarship and have an average of 2 or more unexcused absences each month will be given the opportunity to develop and follow an attendance agreement to improve and support the student's attendance. Failure to do so may result in the student being withdrawn from the scholarship program to make room for a child on the scholarship waitlist.

## Questions or Concerns

If you have questions or concerns about your child's attendance, please contact the Pre-K Program Supervisor at 814-836-6904. We want to support you and your child to ensure their success in school.