Absence/Tardy Policy

Absences: Our goal is for students to miss as few school days as possible to ensure they can master all the content of their grade level. **Each time you know your child will be absent**, you must do the following:

1. **Same Day:** A parent or guardian must notify the school the same day of the absence by telephone, letter, fax, e-mail, or in person by 8:00 am.
2. **Next Day:** Bring a note to the office (not to teachers) from a doctor or medical facility, or appropriate court documents.

Excused Absences: Excused absences are absences where a student is too ill to report to school, has either a medical, legal, dental appointment, or experiences a death in the family. All other absences are **unexcused.** If the school is not notified and the student does not report to school the next day with a note, the absence will be considered unexcused.

Chronic Absence: Given the importance of school attendance for students' social, emotional and academic growth, our goal is to have students at school every day. I**f a child is absent for 10% of school (excused and unexcused absences count equally), we require a conference between parent, student, and administration to devise an action plan for ensuring the child does not fall behind.** If a student is absent 3 or more days and we do not have communication from the parent, it may result in the student being disenrolled from our school.

Number of Absences	School Actions	Consequences
First and Second Absence	Teacher contacts home	None
Third Absence (within the first 30 days of school)	Attendance Team contacts home. Letter sent to parents to attend a meeting at school.	First Notification to Parents/Guardians
Students who are at-risk for chronic attendance (missing 4 days out of 40, 5 days out of 50, 6 days out of 60, etc.) or absent multiple days in a row without an excuse	• Mandatory Attendance Meeting for parent/guardian.. • Some student privileges may be lost. • Staff may call the Department of Children Services or Police if a wellness check is warranted.	• Student is at-risk of being identified on their school record as Chronically Absent. • Staff may conduct home visits. • Referred to authorities.
Eighteen or more Absences	• All of the above. • Plus: Consequences include losing privileges at school each time absenteeism increases.	• Student is identified on their school record as Chronically Absent. • Staff may conduct home visits. • Referred to authorities.

Tardy Policy: All students are expected to arrive at school on time and stay until the end of the school day. A student is considered tardy if he or she is more than 10 minutes late to class. Students must sign-in on the Tardy Report in the office before going to their classroom if they arrive more than 10 minutes late. Tardiness is only excused if a student has a medical, dental, legal appointment or there has been a death in the family.

Early Pick-Up: Students should remain at school all day. Please schedule all necessary appointments as late as possible. **Students will not be released to parents during the last 10 minutes of the school day, parents will need to wait until school is over.**

Signature _____ Date_____