



## ART CITY SCHOOL ATTENDANCE POLICY

### THE GOAL:

To prevent habitual absences and/or tardies at Art City School and significantly reduce the missing of classes.

### PHILOSOPHY:

Few factors have greater influence on school success than regular attendance. Regular attendance means that students should be ***in school, on time, every day*** unless it is absolutely necessary to be absent. Responsibility for school attendance is shared by the parents, the student, the teacher, and the administration.

State law requires regular school attendance and only allows the school to excuse absences for illness, death in the family, emergency situations, etc. "Each child between the ages of six and eighteen is obligated to attend school..."

If attendance or other problems arise, parents, school officials, and other community agencies will work together in solving such problems.

### PLAN OF ACTION:

**ANY ABSENCE**--Please notify the school (phone # 489-2820) by 9:00 a.m. on any day your child will be absent. This helps us confirm that each child is accounted for and allows us to prepare and provide makeup work when appropriate.

**3 CONSECUTIVE DAYS OF ABSENCE or TARDINESS**--When a child has been absent and/or tardy for three consecutive days, the teacher will contact the parents to determine needs.

**EXCESSIVE ABSENCE and/or TARDINESS**--When a pattern of absenteeism develops, the teacher will contact the parents to determine needs. The teacher will notify the principal concerning the absences and/or tardies. If a child reaches 5 "unexcused absences" the school will send a "Letter of Concern" home to parents in hopes of making any corrections. After the 10<sup>th</sup> "unexcused absence" the school will send the "Notice of Compulsory Education Violation" letter that will require a meeting with the principal.

**PRINCIPAL INTERVENTION**--After the teacher has made contact with the parents concerning excessive absences and/or tardies, the principal will then take responsibility for assisting the parents and child in correcting any further problems. This assistance may include involvement of the school nurse, notifying the truant officer (Monica Hullinger), or initiating a referral to the Division of Family Services and/or Juvenile Court.

**NOTE:** Our intent is to solve attendance problems quickly so that the child will not get behind and become discouraged.