



BOARD POLICY MANUAL	
Approval Date	Replacing All previous documents
Review Date	Page 1 of 1
Policy Section School	Identification SCH-1002

ATTENDANCE POLICY

Law requires regular attendance. If a child needs to be absent, parents must notify the school by telephone or note, preferably before school starts. If the school does not receive notification from the parents, a telephone call will be made home. This accounting for each child is a safety check as well.

All students arriving late are required to get a late slip from the school office before entering class. **Punctuality is very important.** Arriving late on a regular basis is disruptive to the class. Please arrive on time. Families who continue to arrive late will receive a phone call/letter from the school administration.

Extended absence due to vacation, work, etc., is to be strongly discouraged because it may impact negatively on the student's academic progress and cause possible disruption of the class. If parents, for whatever reason, decide that it is necessary to do this, they take upon themselves the responsibility to see to it that their children have adequate school work with them so that they will not fall too far behind.