

### **ABSENCES/ATTENDANCE POLICY**

Regular attendance at school is vitally important to each student as it directly affects her/his progress academically and the development of positive work habits and attitudes. There is a direct correlation between student attendance and success or failure, and students are expected to be in attendance on a daily basis. Attendance records are an important part of each student's permanent file. While keeping records of students' attendance is a school function, the primary responsibility of insuring regular attendance at school rests with parents and students. In the event of a prolonged absence due to illness, parents should call the Principal's office and arrangements will be made to have schoolwork completed at home.

NOTE: In-school suspension or out-of-school suspensions are not treated as absences.

**When a student is absent, a parent/guardian should call the school in the morning to indicate the specific reason for the student's absence. Please call 482-5812 and if you get the voice mail, please leave a message.**

### **PERSISTENT ABSENCES**

Attendance laws require students to be in school all day or have a legitimate excuse for being absent. It is important to establish consistent attendance habits in order to succeed in school and in the real world. Excessive absence or tardiness could lead to a parent conference or will be reported to the truant officer.

After eight absences a letter of concern may be sent home to the parents notifying them of the school's concern. After 20 absences a letter will be sent home asking the parents to attend a meeting with the principal and truant officer to discuss their son/daughter's attendance issue and court action may be taken to resolve the absenteeism issue.

### **VACATIONS DURING THE SCHOOL YEAR**

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

## Dollar Bay Tamarack City Area Schools - Elementary Attendance/Tardy Policy

### **TARDY POLICY**

Reporting to class on time is extremely important. Your child will receive a tardy if he/she reports to class after 8:25 a.m. but before 10 a.m. Tardies are documented and excessive tardies will be reported. After eight tardies a letter of concern will be sent home to the parents notifying them of the school's concern. After 14 tardies a letter will be sent home asking the parents to attend a meeting with the principal to discuss their son/daughter's attendance issue. If the meeting does not resolve the student's tardiness, the truant officer will be contacted and a parent meeting will be requested between the parents/guardians and truant officer.