

507 Attendance

I. Purpose

The NSCS Staff and Board believe that regular school attendance is directly related to students' success in academics, social learning, and self esteem. Coming to school every day, and on time, helps students establish regular habits of dependability which are important to becoming productive citizens. Regular and on time attendance enables and empowers children and reinforces positive values.

II. General Statement of Policy

Parents should make every effort to have their children to school on time, every day. Procedures may be modified during a health pandemic.

III. Procedures

A. Student hours are 8:00 am to 2:50 pm

B. Students having breakfast should go to the cafeteria immediately after checking with their teacher- eat and be in class by 8:10 am

C. If a student is absent, parents must call the absent extension 211, or e-mail the administrative assistant by 10:00 am to report the child's name, reason and length of absence. If you do not communicate by 10:00, through the Instant Alert System the school will be calling you to verify that your child is home.

D. Please notify the office and your child's teacher if you have a planned vacation.

E. If your child will be tardy due to an appointment, you must call the absent extension 211 or e-mail the administrative assistant.

F. If your child will leave for an appointment during the school day notify the administrative assistant by note, phone call or email right away in the morning. Parents must sign their children IN and/or OUT with a staff member in the office.

G. All class work missed due to absences is required to be completed as determined by the classroom teacher

IV. Definitions

Excused absences or tardies: include

1. Illness
2. Health appointment
3. Death in the family

4. Family emergency
5. Religious holidays
6. Pre-approved vacation/family in town
7. Car trouble
8. Weather/road conditions

Unexcused absences and tardies: include:

1. Missed bus
2. Overslept
3. Babysitting
4. Absent with no communication from parent

*Please note that if you do not contact the office to report your child's absence, and do not communicate after our calls to you, your child's absence will become unexcused.

V. Consequences for Unexcused Absences/Tardies

<u>Number of times Unexcused/Tardy</u>	<u>Action</u>	<u>Person Responsible</u>
3 Absences/3 Tardies	Letter Home	From counselor
5 Absences/5 Tardies	Letter Home warning of next 2 consequences	From Director and his/her designee
7 Absences/7 Tardies	Meeting	With Director or his/her designee and Teacher
10 Absences/10 Tardies	Report to County	Director or his/her designee reports to County Agency (Social Services Initial Intervention)

*Copies of all letters and meeting documentation are kept in office files.