

**Nerstrand Elementary School Policy #504**  
**Independent Charter School District #4055**

*Adopted: 9/11/06*

*Revised: 6/10/2015*

*Revised: 3/21/2016*

**504 ATTENDANCE POLICY**

The Nerstrand Board of Directors believes that school attendance is important and compulsory once a student is enrolled in our school. Educators and parents must work together to prepare students to function as informed, critical citizens in a democratic and globalized society. Regular attendance at school maximizes learning for all students. Children who are absent for even one day, or who arrive later than their classmates, miss valuable instruction time and can easily fall behind in school. They also miss important socialization time and fun with their peers. With that in mind, please note the following:

**Excused absences or tardies** require parental communication with the school on or before the day of absence or tardiness. If such communication takes place, the following shall be considered an excused absence:

- A. Ill- flu, cold/cough/headache, strep throat, etc.
- B. Family emergency/special events--accident, funeral, wedding, educational family trip
- C. Childhood diseases
- D. Doctor /dental appointments that cannot be made outside of school hours
- E. Taking child home at the request of the school

**Unexcused absences or tardies:** No parental communication with school, sleeping in and suspension from school.

1. Parents will notify the school office if their child will be absent or tardy by 8:30 a.m. If the school does not receive information about an absent/tardy student, school office personnel will call home or work numbers to check on the absence. Any student that arrives after the bell rings at 8:30 a.m., for any reason, will be counted tardy.
2. A letter of concern will be sent to the parents of any student who has three unexcused absences or six tardies, or excused absences that are negatively affecting the students' classroom achievement. **Four (4) unexcused tardies will be considered one (1) unexcused absence.**
3. A letter will be sent to parents requesting a meeting with School Personnel to discuss their student's attendance when the student has five (5) unexcused absences or ten (10) tardies or excused absences that are negatively affecting the student's classroom achievement.
4. Since unexcused absences, tardies, or excused absences can negatively affect the student's classroom achievement, should they continue after a meeting with staff and parents/guardians, a follow-up meeting with the Director will take place. If appropriate seven (7) unexcused absences, an educational neglect report will be filed with the Rice County Social Services.