

Attendance Policy

Regular attendance and punctuality are essential to a child's learning. Therefore, every child is expected to attend school daily.

Excused Absences

The following are recognized as reasons for absences which are/may be necessary:

- 1- Illness
- 2- Medical/Dental Appointments
3. Family Emergency
4. Religious Observance

If a student will not be attending school, a call must be made to the school prior to 8:25 a.m.

Upon return to school students are expected to provide a written note signed by a parent or guardian explaining the reason for their absence. Any illness causing in excess of five (5) consecutive absences requires a doctor's verification. At the discretion of the school, a physician's verification may be required for excessive absences.

Following an excused absence, teachers will provide reasonable time and effort to assist the child to complete missed work.

Unexcused Absences

Unexcused absences are all other absences (including tardiness and dismissals) from class not identified as excused absences.

Families are discouraged from taking children on vacation during regularly scheduled school time. If a child is to be absent due to a non-scheduled school year vacation, the child's teacher must be contacted two weeks prior to the vacation to arrange for missed work to be completed. Missed work must be completed within five (5) days upon return.

Any student who is absent from school may not attend or participate in any school function which is held either after school or in the evening following the absence.