

## **Attendance Policy GRADE KG-3**

**Revised for 2023-2024**

### **Policy Statement**

AGS is committed to the implementation of the requirements for attendance according to the ADEK Policy Manual. AGS believes school attendance is a shared responsibility between students, parents and the school. There is a direct relationship between attendance and student success, thus AGS recognizes that students enhance their learning and achieve higher degrees of success when they attend school regularly. AGS supports the principle that regular and punctual attendance contributes to the general welfare of the entire student body.

### **Duties and responsibilities according to ADEK**

By the authority of ADEK :

- Students are expected to attend school on a regular basis
- Students shall arrive at school punctually every day and attend classes on time
- Schools will maintain accurate daily attendance data for each student, including timely or late arrival at school
- Parents/Guardians will make every effort to ensure that their children attend school every day and arrive on time
- If a student is absent from school the parents/guardians must inform the school that morning or send a note the following day
- A doctor's note must be provided if an assessment is missed in order for the student to have the opportunity to participate in it upon their return
- Students are responsible for completing all assignments missed during their absence
- Parents/Guardians should ensure that family vacations take place during scheduled holidays

## Guidelines for Managing Attendance

1. Students are to be present and on time for all classes during the school day.
2. Parents/guardians must contact the school on the day of the student's absence. If unforeseen circumstances prevent this from happening, the reason for the absence should be communicated to the administration in a timely manner
3. Teachers are to submit attendance records to the office on a daily basis through Power School. All absences are also recorded in eSIS for ADEK.
4. School administrators are responsible for determining the validity of explanations presented to account for a student's absence.

### Excused Absences

Absences which may be excused for necessary and important reasons and **may** include but not be limited to:

- i. Personal illness (medical note may be required)
- ii. Bereavement
- iii. Quarantine
- iv. Family emergencies
- v. Observance of religious holidays
- vi. Appointments for medical and or health
- vii. Court appearances
- viii. Others as approved by administration

## AGS Attendance Procedure

- All students must report to school for the morning assembly at 7:53am. Attendance will be taken. After the assembly first class starts at 8:00 am.
- Attendance will be submitted to the office through power school during first period.
- Parents are asked to email or call the school to excuse the absence. The email or call and the excuse will be recorded. If the home is not contacted the attempt will be recorded.
- Any student absent for an assessment must have a doctor's note to be permitted to make up the assessment. If there is no medical excuse or excusable absence approved by administration a zero will be given in the assessment. The instructional teacher will reschedule the assessment if the absence is excused.

Students who arrive after the first period must have a note from home explaining the reason they are late. Also students who arrive after homeroom attendance is taken must have a late slip from the secretary in order to enter class.

### **Late Arrivals Revised January 2023**

Students who arrive at school after 7:53am are considered late. All arrivals after 7:53am will be recorded. The following will take place for each term.

- If a student records 5 late arrivals home will be contacted through Dojo
- When a student records 10 late arrivals a meeting must take place with the parents and a letter will be sent which will remain on the students file
- If the late arrivals continue after the parent meeting the student will receive a level two letter which will also stay on their file.
- These numbers will be renewed at the end of T-1 and T-2 for grades KG-3

### **Early Departures**

When a student must leave school during the school day, he/she must have a written request from home, or a phone call should be made by the parent to the administrative assistant assigned to the grade level. Parents of younger students must report to the office to sign out and pick up their child. Older students may leave on their own if suitable arrangements are communicated and approved in advance. No students are permitted to leave school without permission and students in all grades must have an exit slip in order to leave the school.