

Policy 5100 – Exhibit 1

Elementary Attendance Procedures

We at Moriah Elementary believe that consistent attendance at school is imperative to attain a thorough and complete education. It is important that students be in school on time each day in order to be presented with academic material that will help them grow as a student. We also recognize that there are circumstances in a child's life that may require them to miss school occasionally. These tardies or absences are understandable and accepted as long as the occurrence doesn't become frequent.

We start school at **8:10 AM**. Students who arrive in their classroom after these times are recorded as tardy for school. Absences are identified by a student being out of school for an entire day. Both of these attendance measures are entered into a database where we keep track of attendance for each child. When a student is absent from school, a designee from the school will contact the child's home in order to ensure the child's safety.

The expectation at Moriah Elementary is that parents will forward, in writing, a note that includes the date(s), student's name and explanation of absence. We keep these notes on file in the Elementary Office. Each week an attendance check is done on all of our students. Below, you will find the schedule for school correspondence when attendance issues become concerning for a child's progress:

Tardy:	Absence
5 tardies—Letter #1	5 absences— Letter #1 & Parent Contact
10 tardies—Letter #2	10 absences—Letter #2 & Parent Contact
14 tardies—Letter #3	14 absences—Letter #3 & Parent Contact
18 tardies— see 18 absences chronically absent Protective Services for	18 absences—By law, the student has become (CA) and could be reported to Child educational neglect.

Any absences from school for illness, doctor or dentist appointments, court appearances, death in the family, family emergency or vacation, and other such reasons, **are counted in this total**.

The district will support and encourage a student's efforts to maintain or improve school attendance. Excessive absence affects academic and social progress and achievement. In such cases, parents will be contacted. If attendance fails to improve, there may be a basis for mandated reporting to Child Protective Services.

It is a school-wide goal to improve student attendance. In order for parents to assist us with this school-wide goal, we ask that parents make every effort to schedule family vacations during our school breaks. In addition, we ask that parents schedule

students' doctor's appointments after school as much as possible. When students are signed out of school early, they miss valuable instructional time and could begin to fall behind academically when leaving early becomes excessive.

NOTE: Medical documentation from a doctor supersedes this protocol. Please be advised there are changes being made at this time for our current policy that will be sent home with students at a later date.