



North Park Elementary



## Attendance Policy

### SCHOOL HOURS

M, T, TH, F 8:35 a.m. – 3:15 p.m.

WEDNESDAY EARLY DISMISSAL 8:35 a.m. – 1:15 p.m.

Website for updates on calendar: <http://northpark.wsd.net/>

- A. **Parent or guardian is required to send their student(s) to school during each established school day.** Regular attendance is essential to a student's success in school. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem.
- B. **Students are responsible to be in class on time each day unless properly excused\* by their parent or administrator.** Late arrival disrupts class and causes loss of instruction time. Any child who arrives at class after 8:25 a.m. is tardy.

**\*A student not properly excused will be considered truant. (Truant: absent without a valid excuse)**

1. Teachers will keep and mark roll each day.
2. Every reasonable attempt will be made to contact parents when the student is absent from school. A record will be kept of this contact.
3. Parents are required to excuse student absences by contacting the office **before 9:00 a.m.** on the morning of the absence. Administrators may require appropriate verification of absences.
4. When parents request to have their children excused from school for reasons other than illness or family emergency, arrangements for such absences **should be made in advance.** School personnel may provide assignments for students at the end of the school day and may also allow examinations to be made up. All such cases shall be handled on an individual basis.
5. It is the student's responsibility to work with the teachers in making up work for absences. Individual teachers may set the time to be allowed for make-up work.
6. Truancies will be referred to the school administration for appropriate action. Excessive truancies may result in district and/or juvenile court referral.
7. Tardies will be handled by individual teachers. Excessive tardies will be referred to an administrator and/or a district official.