



Emanuel Lutheran School in accordance with Section 104.1(i) of the Regulations of the Commissioner of Education has adopted the following:

Comprehensive Attendance Policy:

I. Objectives

- A. To confirm that students are meeting compulsory education requirements.
- B. To know the whereabouts of every student for safety and school management.
- C. To identify individual and group attendance patterns.
- D. To provide data to develop interventions to help close the gap in student performance, given the high correlation between attendance and achievement.
- E. To determine the school's daily attendance for Mandated Services Aid.

II. Strategies

- A. Daily attendance registers will be maintained by all classroom teachers.
- B. Where children change classrooms, attendance will be taken for each class period.
- C. Administrators will review attendance registers on a quarterly basis.
- D. If a student does not attend school, parents or guardians are required to call the school office on the morning of an excused absence.
- E. Parents will be informed of an unexcused absence on the day of the absence.
- F. Parents will be asked to provide written verification of excused absences upon the child's return to school.

III. Absences/Latenesses

- A. Excused
 1. Student is ill.
 2. There is illness or death in a student's family
 3. The student is required to appear in court.
 4. Weather
 5. Religious observances
 6. Family emergency, i.e. House fire
 7. School bus problem
- B. Unexcused
 1. Truancy
 2. Suspension
 3. Unlawful Detention, i.e. visiting relatives, vacation, shopping, needed at home, overslept, etc.

IV. Coding System :

- A. Excused Absence
 1. Illness—Mark the day with an S
 2. Family—Mark the day with an F
 3. All others—Mark the day with a P

4. Part day excused absence—Mark the day with an X
- B. Unexcused Absence
1. Truancy—Mark with a (—)
 2. Suspension—Mark with Su
 3. Unlawful Detention—Mark with an O

V. Course Credit

Minimum attendance requirements do not apply for course credit, however, students are expected to attend school when in session unless their absence is excused. Students will make-up any work that is assigned by the teacher as appropriate in a period of absence. In cases of extended absence, individual arrangements will be made with the parent to provide at home instruction if possible. Grade level promotion following periods of extended absence will be decided on an individual basis by the administration in consultation with the teacher and parents.

VI. Incentives

Expectation for student attendance and punctuality on a daily basis will be clearly articulated to students and parents through handbooks and through classroom meetings. Parents will be asked to call the school if their child is absent with a valid excuse.

In cases where children have three unexcused latenesses or absences in a quarter a parent will be notified in writing regarding the problem. (See attachment A) After school detentions may be served when deemed necessary by the administrator.

In cases where children have in excess of ten or more absences or latenesses an in-person parent conference will be required.

Children with perfect records of attendance each quarter will be rewarded appropriately and held up as models for their classmates.

VII. Notice to parents

See attachments A and B

VIII. Process

The comprehensive attendance policy will be reviewed with staff at the beginning of each school year. At the end of each quarter the administrator will review the attendance patterns for the school. The findings will be presented to the faculty at a regularly scheduled meeting. Should there be a pattern of unexcused absences or latenesses, strategies to address the problem will be developed immediately. The policy will be evaluated at the end of the school year and amended as necessary before the start of the next school year.

IX. Program Administration

The school administrator will be responsible for reviewing pupil attendance records and for initiating appropriate action to address unexcused pupil absence, lateness and early departure consistent with the policy as denoted above.