

Scharbauer Elementary Attendance Policy 2011-2012

We the staff at Scharbauer are committed to teaming with you to build your child's success piece by piece. A significant part of success is **attendance**. Please ensure your child is at school by 7:45 am each morning to maximize your child's learning. This will allow them time to have breakfast and get prepared for instruction to begin at **8:00 a.m.**

*The first bell rings at 7:45 am. The tardy bell rings at 8:00 am. Students are considered tardy if they are not in their classroom when the bell rings. Any student that is tardy must report to the office to get pass to class.

*Any student that has 3 or more tardies in a 4 week period will receive a phone call notification via ParentLink and receive a truancy letter as a courtesy. After 5 tardies, Scharbauer will begin the process to submit a court filing in accordance with attendance standards.

*Any student that has 3 unexcused absences in a 4 week period will receive a phone call notification via ParentLink and receive a truancy letter as a courtesy. After the 5th unexcused absence it will be referred to the truant officer to be filed in court.

Unexcused absences are absences without a good reason. (i.e: going out town, vacations, family in town, birthday, etc.) Calling in does not ensure that the absence is labeled excused. A doctor's note with a doctor's **signature** is required for a student that misses more than 3 consecutive days of school.

*Scharbauer will continue to enforce attendance policy for early sign out of students. A doctor's excuse is required if the child is taken out early or part of the day for an appointment. If a student is signed out early for any other reason than a doctor's visit, it is considered unexcused. Any student that is checked out 3 times unexcused in a 4 week period will be referred to the truant officer. After the 5th time, the parent will be referred to the truancy officer to be filed on in court.

Please remember that your child needs to be at school by 7:45 am and will be released at 3:20 pm. Your child is entitled to a great education and attendance is a vital foundation to assist your child in learning.