

## **Birchwood ABC Attendance P**

## 5. Extenuating circumstance and pre-arranged absences

Absences for family trips or other events can be pre-arranged and approved to be excused by the school principal. Please submit a Pre-Arranged Absence form for consideration. Requests that result in a student falling below the 95% attendance rate may not be approved as excused.

### **Classwork and Homework make-up for pre-arranged absences:**

Please see your classroom teacher to arrange for making up work. According to ASD policy: One day of make-up privilege will be granted for each day of absence, regardless of the length of the absence. Teachers are expected to provide make-up work that is as meaningful as possible; however, it is recognized that make-up work may not provide the same kind and quality of instruction as the student would have received in class. The actual work assigned for grading and providing make up work prior to the pre-arranged absence is at the discretion of the teacher.

### **Unexcused Absences:**

Any absence that does not fall within the above refer to criteria is unexcused and is considered truancy. At the elementary level, truancy is defined as an unexcused absence of a student for a half-day or more. Truancies are cumulative throughout the school year.

### **Tardies:**

Classes begin at 9:00AM. Students who arrive at school later than 9:00AM are considered tardy. Tardies are determined to be excused or unexcused based on parent communication with the school and circumstance.

\*Additional information regarding excused and unexcused absences and other attendance information can be found on the ASD website @:

[://a .a 12. / a /ES a .](http://www.asd12.org/parents/ES_a)

## **School to Parent Communication regarding absences and tardies:**

### **Absences:**

Teachers should contact parents when a student accumulates 3 full days of unexcused or excused absences in row or cumulative, to discuss reason for absences and possible help that the school may provide.

Teachers should notify the office of an absence concern when a student has accumulated 6 full days of unexcused or excused absences in a row or cumulative and previous communication with parents has not resulted in an improvement in attendance.

office staff and the principal will continue to monitor student attendance. Student