

ATTENDANCE POLICY

Attendance:

Hours of Operation: School doors are open between the hours of 7:00am and 4:30pm.

Daily instruction time is from 8:15am to 4:00pm, Monday – Friday. Students are expected to attend all scheduled classes daily and on time.

PURE Daily Schedule:

Daily Schedule

Times	Periods			
8:00- 8:30	Homeroom			
8:35-10:05	Period 1			
10:10-11:40	Period 2			
11:45-12:30	LUNCH			
12:35-2:05	Period 3			
2:10-3:40	Period 4			
3:45-4:25	Study Hall			

Unexcused absences can result in truancy. Whenever your child is absent, please be sure to send a written excuse to the school office so his absence can possibly be excused.

A student is considered truant after five (5) unexcused absences and may be subject to legal intervention. The five (5) days of unexcused absences need not be five (5) consecutive days of unexcused absences.

Truancy intervention begins at the school level. Schools provide parents notice of unexcused absences and enter the tiered intervention process. The chart below outlines the steps for school level intervention.

School Truancy Process

- School designee check attendance from all teachers to identify students that are at risk of being truant.
- Warning note is sent via letter and email to students and their parents that accumulate 3 unexcused absences. (copy kept in file)
- When student accumulates 5 unexcused absences, school designee schedules a meeting with School Attendance Review Team (SART). SART consists of: Student Affairs Officer, Principal and Teacher. (Administrative Assistant may attend in absence of Student Affairs Officer)
- Meetings may be held either via ZOOM or in person. An attendance plan is completed. NO SHOWS are documented.

- School monitor students' attendance and intervenes as needed.
 - If parent/guardian did not participate in planned meeting student is referred to Truancy Specialist.
 - If parent/guardian do participate in planned meeting and intervention fails (additional 5 unexcused absences) students is referred to Truancy Specialist
- ❖ Student Attendance Review Team (SART) meeting provides the first opportunity to bring the parent and student in compliance with compulsory attendance law and assist the student with regular school attendance. The parent/guardian, student, and school complete a Parent Student Attendance Plan that outlines the path to restore regular attendance. It documents truancy issues and specific, targeted interventions for the truant student.

Tardies:

Part of the emphasis we place on personal responsibility hinges upon a student being prompt and prepared. A student arriving late to class disrupts the flow of a daily lesson. We ask parents and students to be punctual. A student is marked tardy any time he or she is late arriving to school or to an individual class. All tardies will be marked unexcused. All students arriving late must be checked by a parent. Students and parents will be notified when the number of tardies becomes excessive (3 consecutive) and may require a meeting with the Executive Director.