



Anchorage School District

## **Birchwood ABC**

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## **Birchwood ABC Attendance Policy and Procedures**

The attendance goal for Birchwood ABC Elementary School is 95% or better for the school year. We recognize that the responsibility for regular attendance of a student lies with the parent of that student. However, we also understand that we have an obligation to assist parents to ensure that regular attendance does occur. The following attendance procedures were designed to encourage regular attendance and ensure communication between the school and parents.

### **Attendance is Taken Twice Each Day:**

AM (starts at 9:00am)

- Tardy – up to 60 minutes after school starts
- Absent (.5 day) – student misses more than 60 minutes

PM (starts at 12:15pm)

- Tardy – arrives at or before 1:15pm
- Absent (.5 day) – student misses more than 60 minutes

The following table establishes the correlation between attendance rates and the number of days absent:

- **Excellent = 0-3 absences (98-100%)**
- **Good = 4-9 absences (95-98%)**
- **Average = 10-14 absences (92-95%)**
- **Poor = 15-19 absences (89-92%)**
- **Severe = more than 20 absences (<89%)**

## **Definitions for Excused and Unexcused Absences and Tardies**

### **Excused Absences:**

According to ASD Board Policy 443(B), the following conditions may result in an excused absence from school:

1. Illness
2. Death or serious illness in the immediate family
3. Participation in school activities
4. Religious obligations

## 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 @:  
<https://apps.asdk12.org/forms/uploads/EShandbook.pdf>

## **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. The teacher and the office staff will continue to monitor student attendance.

The principal will contact parents and send home an attendance letter when a student has accumulated 10 full days of unexcused or excused absences in a row or cumulative. The

office staff and the principal will continue to monitor student attendance. Students may be referred to APD School Resource Officer SRO as truant.

**Tardies:**

Teachers should contact parents when a student accumulates 6 unexcused or excused tardies in row or cumulative to discuss reason for tardies and possible help that the school may provide.

Teachers should notify the office of a tardy concern when a student has accumulated 10 unexcused or excused tardies in row or cumulative and previous communication with parents have not result in a reduction in tardies. The office staff will then contact parent to discuss reason for tardies and possible help that the school may provide. The teacher and the office staff will continue to monitor student tardies.

The principal will contact parents and send home an attendance letter when a student has accumulated 12 unexcused or excused tardies in row or cumulative to discuss reason for tardies and possible help that the school may provide. The office staff and the principal will continue to monitor student tardies.

**Raise Awareness Campaign:**

The school will plan and organize a campaign to raise awareness to improve attendance

**Incentive:**

The Principal will monitor school wide attendance rate. When the school wide rate reaches and maintains above 95% for 2 consecutive weeks then the whole school will have earned an incentive, which may include a 30 minute extra recess or possible movie day. Students will be recognized for meeting the 95% goal. The school will also sponsor recognition for the parent of students who maintain 95% attendance for the school year.

Extensive absences can have a dramatic negative effect on a child's education and ability to graduate high school. It can also lead to many challenges for them as adults. We are committed to working with families to ensure that all of our students attend school at least 95% of the time. **Please contact us if you have any question and/or if you need assistance with ensuring that your child attends school regularly and is on time.**

Thank You!

Birchwood ABC Elementary School

Contacts:

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