



Littlefield Unified School District #9

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*Lael Calton, Superintendent & Jr./Sr. H.S. Principal
Lisa Young, Elementary Principal
Kevin Boyer, Business Manager*

ATTENDANCE POLICY

The primary purpose of the Beaver Dam Elementary School is to provide a quality teaching and learning environment for all students. Regular and punctual attendance is critically important if this is to occur. We encourage parents and guardians to help their child be present at school every day. However, the District understands that there are occasions when their child will not be able to attend. Therefore, whenever a student is absent from school, the absence should be immediately reported to the school by the parent/guardian (928.347.5796). If the school is not contacted by 9:00 a.m., the school will contact parents via school messenger to notify parents of their child's absence. After 24 hours after the absence, if parent does not notify school, the absence will be marked as "Unexcused," which constitutes truancy. Arizona state laws mandate compulsory attendance for all children who are from 6 to 16 years of age.

In the event of an absence, the parent / guardian is expected to contact the school by phone; or, when the child returns to school, the student must bring in a note with an explanation for the absence, signed and dated by the parent. The school determines an absence as either excused or unexcused. Parents are asked to schedule medical and dental appointments after school hours except in cases of emergency. Also, any family vacations should be scheduled by parents during predetermined school vacation days—not during scheduled, in-session school days.

It is important to note that if a student has medical necessity to be out of school for an extended period of time, the parents/guardians will need to bring a note from the student's medical provider in order for those days to be excused. If the parent/guardian requests for their child to be allowed an extended absence for any other reason, they must receive prior approval by the administration.

Excused absences include: Illness, Medical Appointments, Death of Immediate Family, Mandated Court Appearances, and Approved Religious Holidays. Emergencies outside of the control of the student or student's family may be excused by the principal; however the parent must first notify the school concerning the absence.

*Littlefield Unified School District is committed to providing opportunities for all students to learn and develop
Socially, emotionally, and academically.*

Unexcused absences include: Absences that do not qualify under Excused Absences listed above. Unexcused absences are considered to be trancies. **Truant** means an unexcused absence for the day. A truancy citation will be issued to the student for any unexcused absence. This citation will mandate that the student and parent appear in front of the North Canyon Consolidated Court in Colorado City, AZ.

When a student accumulates five (5) unexcused absences within a school year, it constitutes habitual truancy. The Superintendent may discipline the child and/or refer the parents / guardians to a court of competent jurisdiction.

Excessive absences: Are defined as more than 10 days per trimester. The penalty for excessive absences includes possible retention in grades K – 6th grade.

First Notification: The Attendance Clerk will run a weekly attendance report. Any students with 8 absences will be notified that they are in danger of exceeding their 10 day limit per trimester. The parent / guardians will be informed by letter regarding this first notification. Parents / guardians are encouraged to check on Family Link frequently to see up to date information on absences and tardies their child has incurred.

Second Notification: When the student receives his/her 10th absence, a second notification letter will be sent to parents informing them that these may result in removal from class and/or loss of credit. The parents, student, and principal will meet to discuss a plan of action to correct the causes of chronic absenteeism and discuss prevention of continued absences. This may include an attendance contract between the school, the students, and the parents/guardians.

Third Notification: When the student receives his/her 11th absence in one trimester, the student will be issued a truancy citation for excessive absences. This citation will mandate that the student and parent appear in front of the North Canyon Consolidated Court in Colorado City, AZ.

Regular attendance in school, for a school age child, is required by state law. Regular attendance is essential for a student to experience success in school. Students are required to be in class for a minimum amount of hours to receive credit for that class. Students who are absent more than 10 times in a semester, for any reason, may lose credit for that class.

When students are absent from school they should bring a note from home explaining the date/s the student was absent and the reason for the absence. The student should bring the note to the office and get it date-stamped. After getting the note date-stamped the student will keep the note and take it home and save it. When a student has been absent 10 times, a conference will be held with the parents, student and school representative to determine if the student will lose credit for the course. At the time of the conference, the student will bring in any notes their parents gave them so they can be reviewed as part of the decision making process.



BEAVER DAM ELEMENTARY SCHOOL

To Parents and Students:

Developing good habits of attendance and punctuality is essential to succeed. Please sign below to indicate that you understand the Beaver Dam Elementary School attendance procedures and that you will comply with them.

THIS CONTRACT MUST BE SIGNED AND RETURNED TO SCHOOL

STUDENT AGREEMENT

I understand that it is my responsibility to attend classes and follow school procedures in the event of an absence. I further understand that attendance laws have changed.

Print Student Name: _____ Grade: _____

Student Signature: _____ Date: _____

PARENT AGREEMENT

I understand that it is my responsibility to encourage my child to attend all classes. I have reviewed the attendance procedures with my child, and I understand the consequences as they relate to absenteeism.

- **On the day of a full-day absence, I will call the elementary School Office before 9:00 a.m. If I do not call, I will send a note within 3 days of the absence.**
- **After the 3rd day, an absence will not be excused.**
- **Any unexcused absence will result in receiving a Truancy Citation and will be referred to Moccasin Court**

I have read and discussed this agreement with my student.

Print Parent/Guardian Name: _____

Parent /Guardian Signature: _____

Home Phone: _____ Date: _____