



RDELA Attendance Policy

Parents are asked to call the school before 8:00 a.m. to report a child's excused absence. An absent note signed by a parent or guardian must be written and returned to school's attendance clerk within 3 school days of an absence. A student who arrives at school later than 8:05 a.m. will be recorded as "tardy" and both the student and a parent must report to the office for a "Tardy" slip. The school clerk is required to contact parents of students who are excessively tardy and/or absent. A Juvenile Court referral will be made for students accruing large numbers of absences or they may be removed from the program.

Regular attendance in school leads to increased student achievement. Attendance allows students to benefit from the educational opportunities provided by our excellent staff. The following information outlines the major attendance procedures implemented by Rainbow Dreams Early Learning Academy:

- Attendance enforcement is a shared responsibility between Rainbow Dreams Early Learning Academy and the student's parent/ guardian.
- A student who exceeds twenty (20) absences during the school year may be retained in the current grade or removed from the program.
- Unavoidable medical and dental appointments that cannot be scheduled any other time and that will result in a partial day absence do not count in the absence total for purposes of attendance enforcement.
- A student that is declared truant three (3) times during a school year could be referred for educational neglect.
- Parents are to request makeup work within three (3) days of an absence. Students will be allowed a maximum of three (3) days to complete makeup work.

The following definitions are provided for your information:

Truancy : When a student is absent from school and neither the parent nor the school knows the whereabouts of the student.

Prearranged Absences: When a parent/guardian informs the school in advance that his/her child will be absent. Prearranged absences are always excused, but prearranged absences do count against the student's total number of absences.

Excused Absences: When a student is physically or mentally unable to attend school due to a medical appointment or illness.



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When the parent/guardian explains the cause of the absence within three (3) days after the student returns to school. (MUST HAVE A NOTE)

When the approval of the principal has been given for an unavoidable absence due to an emergency.

When a student is participating in a school sanctioned activity outside the classroom during school hours, as approved by the principal.

When a student is absent due to a required court appearance or a required religious holiday. (MUST HAVE A NOTE) Unexcused Absences: When a parent / guardian fails to notify the school to excuse the student's absence within three (3) days after the student returns to school. (Does not necessarily equate to truancy.)

Tardies : When a student is not physically present in the classroom at the start of the instructional day. A tardy becomes $\frac{1}{2}$ day absence if more than one hour and fifty-five minutes are missed and becomes a full day if more than $3 \frac{3}{4}$ hours are missed of the instructional day.

Makeup Work: Assigned classroom work which can be made up following an absence (i.e. worksheets, textbook assignments, etc.). It is virtually impossible to make up work directly related to oral instruction and discussion provided by the teacher, classroom discussions, video presentations, guest speakers, etc.

Educational Neglect: A student with a significant number of unexcused absences may be classified as truant and three (3) trancies in a school year may trigger a referral for educational neglect.

Due Process: The parent/guardian of a student with excessive absences shall be notified by the school in writing of the absences and the parent/guardian has three (3) days to respond in writing to the notice to appeal the decision. The administrator shall review the records for any suspected errors or extenuating circumstances and make a final determination of the accuracy of the attendance records.