



Revised: April 22, 2024; May 13, 2022; July 15, 2021; July 21, 2014

Adopted: June 18, 2012

### **503 ADDENDUM STUDENT ATTENDANCE PROCEDURES**

The purpose of this addendum is to ensure that all families are well informed of the student attendance procedures at DaVinci Academy. DaVinci Academy strives to create an environment of integrity and respect surrounding school attendance which will lead to greater levels of academic excellence. This addendum will help ensure that records of student attendance are accurate and reliable, and decrease the number of unexcused absences and tardiness.

All references in this policy to “parent(s)” shall include “legal guardian(s)”.

### **PROCEDURES**

#### **I. Parents/Legal Guardians**

- Parents should make every effort to have their child(ren) present on time and in school each day.
- Parents are required to keep a child home until that child
  - Has been fever-free, without medication, for a minimum of 24 hours
  - Has not had an episode of vomiting or diarrhea for 24 hours
  - Is free from any contagious rash
- Parents must contact the school at 763-754-6577 or [attendance@davincicharterschool.org](mailto:attendance@davincicharterschool.org) to inform the school of student absences within one hour of the start of the school day. This applies to absences, late arrivals and early releases.
- If students are absent for more than three consecutive days as a result of illness, a doctor's certification may be required upon returning to school.
- Parents should remind students to check with their teacher(s) regarding make-up work and exams. (Parents of students in grades K-2 should contact the child's teacher directly to arrange for make-up work and exams.)
- Parents must fill out an Extended Absence Form if a student will be missing school for any predetermined reason for which a student will miss more than 5 consecutive days of school. Completing the form does not mean that the absences will be excused. This needs to be submitted at least 30 days prior to the absence, unless there are extenuating circumstances.
- Students leaving for an appointment during the school day must be signed out in the office by a parent.

- Students returning from an appointment during the school day must be signed in at the office by a parent.
- Students arriving to school late must be signed in at the office by a parent.
- Family vacations, although valuable, usually put a child behind academically if instructional days are missed. Vacations should be scheduled during regular school breaks whenever possible. Teachers are not expected, nor required, to prepare assignments ahead of time for days missed due to vacations.

## II. Students

- Students are required to be in their seats and ready to learn at the start of the school day. Students not in their seats by the start of the school day will be marked tardy.
- Students may not leave the building or its premises without permission.
- Students may not dismiss themselves from school, or sign themselves out from school for any reason, at any time.
- Students in grades 3 and up are responsible for contacting their teachers for make-up work and exams.
- Students who become ill during the school day must present themselves to the office and an office staff member will make a determination as to whether or not parents should be contacted. Students should never call to be picked up from school without permission from staff.

## III. Teachers

- All teachers are required to take attendance within the first 10 minutes of each class period.
- Teachers will leave attendance instructions for all substitutes.
- Teachers should address any attendance concerns with parents and administration in a prompt manner.
- Teachers should email the office with any attendance information they receive from parents.

## IV. Administration

- Administrators will address absences as quickly as possible with consistent consequences.
- Administrators will share the attendance policy with students, parents and staff a minimum of 2 times throughout the year.
- Administrators will enforce the attendance policy consistently and effectively.
- Administrators will contact parents as needed in a timely manner.

## V. Additional Considerations

- A maximum of six (6) school days per school year may be excused due to illness.
- A maximum of five (5) school days per school year may be excused due to other listed reasons in policy 503 Student Attendance.
- If a student has missed 15 consecutive school days during the regular school year without receiving instruction in the home or hospital setting, the school district must drop the student from its enrollment roll and classify the student as withdrawn.