



## ATTENDANCE POLICY

Irregular attendance and truancies are highly associated with dropping out of school and risky behaviors. Regular attendance is essential for the success of all students, as such, student attendance is monitored closely by the Attendance Intervention Specialist and immediate action is taken with each absence. Punctuality and regular attendance are important requirements for success at Castle Park Middle School.

**Regular School Day:** 8:15 a.m.- 3:15 p.m.

**Minimum Day:** 8:15 a.m.- 1:05 p.m.

### TARDY POLICY

**School begins at 8:15 am.** Students should arrive **no later than 8:05am** in order to be on time and seated in their classroom by 8:15am.

Five unexcused tardies to the same class during any six-week period may result in a citizenship grade of "F" for that class.

Students arriving late to school in the morning will be assigned Lunch Detention the same day. Failure to attend lunch detention will result in O-room the same day.

**Excused Tardy:** Tardies are excused only for students' illness, death in the immediate family, or other lawful reasons.

### DAILY ATTENDANCE

When a student is absent, on the day of the absence, the parent **MUST** call the attendance office at **498.6000** or **498.6011** to clear the absence. If no call has been made, the student must report to the attendance office ten minutes before school on the day returning and present a note explaining their absence to the secretary. Students with verified truancy will be assigned a Saturday School.

When a student is absent from school, no matter the reason, they are missing valuable instruction time. Even if a student is absent due to illness or another legitimate reason, it is not fair for the student to be left behind. Therefore, whenever a student misses a full day of instruction, they will be assigned Saturday school.

### AR 5113(d)

**Parent/guardian shall notify the school within 30 school days of the student's absences. Absences remaining unverified for 30 school days after the students return to school will be considered truant or unexcused.**

**Students with 3 or more absences are placed on a Doctor's note contract.**

**Students with 5 UNEXCUSED absences will be placed on Pre-SARB contract.**

**Students with 9 UNEXCUSED absences will be referred to the Student Attendance Review Board (SARB). At this point alternate school placement will become an option for students not adhering to school attendance policies.**

**Student Name:** \_\_\_\_\_

**Parent Name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_