

Center Point – Urbana School District K-8 Attendance Policy

The Center Point – Urbana School District believes that attendance is an essential life-long habit. It also is a way to help students learn as much as possible. The State of Iowa is requiring all buildings to meet attendance goals that are set by the state. Our goal is to have 95% attendance for the entire year. This is missing 7 days of school per year. This policy is established to allow the school and home to work together to create good habits of attendance.

A student who misses 10 days of school will be getting a letter sent to their home. This letter is just a reminder about good attendance and offering any assistance to help the student have better attendance in the future.

A student who misses 15 days of school will be required to be part of a group that will meet to develop a plan for the rest of the school year. The student and parents will be notified by letter that 15 days have been missed. Contacts will be made by the school to arrange a meeting to develop a plan for the rest of the school year. The meeting will include the student, a parent/guardian, and the principal or prevention coordinator. The form below will be used to develop the plan. If the parents and student refuses to have the meeting, the prevention coordinator or school resource officer will be contacted to pursue further interventions

Date

To the parents of _____ :

_____ has missed 10 days of school so far this year. There is a direct correlation between attendance and academic achievement. While some of the absences are legitimate, it certainly can interfere with academic progress. This note is not intended to be demeaning or punitive, I do want to offer any assistance the school can offer.

Students and teachers have goals to meet during the year. It is difficult to do so when students aren't here. They can't learn when they aren't here and they also can't be taught. Superb attendance is also a life skill that is very important in which to develop strong habits.

Over the years, our school has had good attendance. This year our school has an attendance goal that the state is requiring us to meet. The goal is to have 95% attendance for the entire year. This means that, on average, students can miss seven days of school. Missing seven days a year is too many in most cases. If you have any questions, give me a call at your earliest convenience.

Sincerely,

Principal

Date

To the parents of _____ :

_____ has missed 15 days of school so far this year. The Center Point- Urbana School District Attendance Policy states that a meeting will occur to create a plan to diminish the number of absences.

The school will contact you to arrange the meeting, if they haven't done so already.

Sincerely,

Principal

Plan for Successful Attendance

Student _____ **Date** _____

A list of those at the meeting:

Why is the student missing school?

What can be done to delete/change the reasons?

Plan for good attendance in the future.

The plan will include:

The student will need to bring a note from a medical professional to have an excused absence. If there is an appointment, the only excused time will be for the appointment, not for the entire day. A note will need to be brought to the office concerning the missed time.

Student Signature _____

Parent/ Guardian Signature _____

Principal/ Prevention Coordinator _____