

## **HESPERIA CHRISTIAN SCHOOL**

### **STUDENT ATTENDANCE GUIDELINES**

Teachers will note student attendance in FACTS after the tardy bell rings. Families should call the front office to inform the school if their child will not be attending school. An email will be sent home to all families who have an unexcused first period absence or tardy. Accrued student absences both excused and unexcused should not exceed 14 days during the school year.

#### ***TARDY/ABSENT PROCEDURE***

The tardy bell will ring at 8:00 a.m. to indicate the beginning of school. Classroom teachers will record absent and tardy students (AU and TU) in the FACTS system until 8:10 a.m. Students arriving to class after 8:10 should sign in to the office and receive a tardy slip. The attendance clerk will record those tardies in FACTS. The office will excuse absences/tardies (AE and TE) when notified by the parent/guardian. These will still count towards student's overall attendance records. Late students presenting doctor's note or appointment verification will have attendance changed to cleared absence and cleared tardy (CA and CT) for that period/class by the attendance clerk. Cleared absences and tardies will not count towards student's overall attendance. Students should fill out a planned absence form at least three days in advance if they are going to miss three or more consecutive days of school. These absences can be cleared one time a year with a signature from the Head of School or their designee.

#### ***EXCESSIVE ABSENCES/TARDIES***

<b><i>ATTENDANCE AND TARDY INTERVENTION PLAN</i></b>	
A student is absent/tardy 6 or more days.	Email sent home through FACTS to parent/guardian reminding them of the importance of school attendance.
	Point person (the Teacher for grades K through 3 and the Dean for grades 4 through 12) will meet with the student to conduct initial assessment of presenting problem.
A student is absent/tardy 10 or more days.	Email sent home through FACTS to parent/guardian alerting them they will need a meeting with the Dean.
	Dean will have an in person or phone meeting with the student's parent/guardian.
	Students may be required to attend detention or teacher's office hours to make up missing time.
A student is absent/tardy 14 or more days.	Email sent home through FACTS to parent/guardian alerting them they will need a meeting with the Head of School or their designee.
	A meeting will be scheduled with Head of School or their designee, Dean and teacher (if requested).
	Student Support Plan will be created with SMART goals and signed by Dean, parent/guardian and student.
	Dean adds student name to the Student Support Team caseload and will meet with student according to plan.
A student is absent/tardy 20 or more days.	Ongoing monitoring to assess evidence of progress to determine either to proceed with the intervention strategy, make changes to the plan, or decide whether the school has sufficient resources to continue to support the student.