



Attendance Policy 2016-2017

UNIVERSITY PREP ACADEMY

MARK MURRAY ELEMENTARY

Days Absent	Parent Responsibility	Staff Responsibility
Student absent for one (1) day	Parent must call the school by 9:00 to explain the absence and student's expected return to school	Teachers will call home if no call is received from parent. If message is left with office, office staff will inform the teacher.
Student absent for three (3) consecutive days	Parent must bring a letter explaining the absence or a note from the doctor.	Teachers will Inform the Dean of Culture on the 3 rd consecutive absence. Dean of Culture will call parents to remind them of the attendance policy.
Student absent for five (5) days within a quarter or 5 consecutive days	Parent must attend a conference with the Dean of Culture to create a contract to ensure consistent attendance at school	<i>If this meeting is ignored or not attended after 1(one) rescheduling the family will automatically be referred to the Hearing Committee</i>
10 absences overall or violation of the Attendance Contract	Parent must meet with the Hearing Committee	<i>The Dean of Culture will inform the principal of parents in violation. The Principal will require parent/guardian to meet with the Hearing Committee to resolve any outstanding issues preventing regular school attendance. This could result in your student being taken off the school roster per committee's recommendation.</i>

Tardy Policy

School begins promptly at 8:20. It is imperative that all students arrive to school on time for optimal learning. When students are late, they miss instruction, which affects academic achievement. In addition, the morning lessons are disrupted for all students and routines cannot be established. This is also consistent with removing your student early from school.

Tardy	Parents Responsibility	Staff Responsibility
Entering school after 8:30	Student must sign in and receive a tardy pass to enter the classroom	<i>Written notification will be sent to parents after 10 tardies</i>
Entering school after 8:45	Parent must accompany child into the building and sign them in. The students will receive a tardy pass to enter the classroom	
15 Tardies (a consistent pattern)	Parent must meet with Dean of Culture to create a contract to ensure promptness of student's arrival at school and/or to remaining at school for entire school day	<i>Dean of Culture will meet with parent to create a plan to improve promptness of student.</i>
25 Tardies	Parent must meet with the Hearing Committee.	<i>Dean of Culture notifies principal. Dean of Culture and Principal set up hearing committee to meet with family to resolve the issue of tardiness or leaving early. This could result in your student being taken off the school roster per committee's recommendation.</i>

In the event, these steps do not resolve the problem, and the student accumulates an additional 5 days of absences/tardies, the Principal will make immediate referral to the Attendance Committee to resolve this situation. This could result in your student being taken off the school roster and you will have to find another school per committee's recommendation.

