

APC Attendance Policy

The APC believes that regular attendance plays a crucial role in student success in school.

Absences will be coded in the following manner.

Tardy- Less than 1-hour absence from a school day

½ day absence one hour or more.

Excused Absence- *Preapproved trip or event, subsistence activity, sickness, doctor appointment, death in the family.*

Unexcused Absence: All other absences not defined above will be considered unexcused.

When students contemplate absence for personal reasons, including subsistence activities, their parents/guardians shall write the site administrator to ask that the expected absence be excused. The site administrator or designee may deny the request if they believe that the absence would be educationally harmful to the student. If the request is rejected, reasons will be given.

When students who have been absent return to school that have not been preapproved, they must present a satisfactory explanation verifying the reason for the absence. The following methods shall be used to verify all student absences:

- a. Written note or phone call from parent/guardian or parent-representative.
- b. Name of student.
- c. Name of parent/guardian or parent representative.
- d. Date or dates of absence.
- e. Reason for absence.

Process for students with unexcused absences at Ayaprun Elitnaurvik

Step 1:

When a student accumulates 1-2 Unexcused Absences or first occurrence, Parents will be contacted in person, in writing, or by phone to review the school's attendance expectations and policies.

Step 2:

When a student accumulates 3-4 Unexcused Absences or a second occurrence, a parent meeting with the Principal or designee is required. At this time, the school's attendance policies and procedures will be reviewed. In addition, a Parent-Child Attendance Contract will be developed,

delineating appropriate interventions and subsequent consequences for further Unexcused Absences.

Step 3:

When the A Parent-Child Attendance Contract becomes violated or unsuccessful, the student and their parents will be required to attend an APC Executive Session. The Attendance Contract will be reviewed and investigated as to why it was unsuccessful. A revised plan will be created with defined actions and defined consequences which one action could be dismissal from Ayaprun Elitnaurvik.

For this policy $\frac{1}{2}$, day absences will be cumulative. 3 Tardies will be considered a whole day for the process in steps.