ROBERT FROST
ELEMENTARY

Attendance Policy

School attendance is essential to academic success, but parents and students often do not realize how quickly absences add up. Here are the facts:

- Missing just a few days here and there can contribute to elementary students falling behind in reading, writing, and math. For example, four out of five students who miss two days per month, or 10 percent, of kindergarten and first grade cannot read on grade level by the third grade.
- By the sixth grade, excessive absenteeism signals the risk of not graduating from high school.

Hitting the 10 percent mark is easier to do than it sounds. Ten percent is the equivalent of skipping just one day every other week. A case of the flu, a midday doctor's appointment, and extended family vacations can quickly put a student over the threshold for the semester.

In an attempt to support this effort, Frost will be implementing the following process:

- Excusal notes must be received within ten (10) school days following the return from an absence, the school may deny excusal notes that are received after that point in time.
- After five (5) excused absent days within a school year, the district attendance office will e-mail the student/parent/guardian the First Attendance Inquiry letter notifying the student/parent/guardian of the attendance policy.
- After five (5) unexcused absent days within a school year, the district attendance office will e-mail the student/parent/guardian the Second Attendance Inquiry letter asking for the parent(s)/guardian(s) help with their student's attendance.
- After ten (10) unexcused absent days within a school year, the school will mail the student/parent/guardian a Third Attendance Inquiry letter inviting the family to participate in a Parent Attendance meeting.
- After ten (10) excused absent days within a school year, the district attendance office will email the student/parent/guardian the 10 Day Excused letter notifying the family of a student's chronic absenteeism.

- After fifteen (15) unexcused absent days within a school year, the school will mail the student/parent/guardian a Fourth Attendance Inquiry letter inviting the family to attend an Individual Attendance Support Meeting to implement a Student Attendance Plan.

Students attending Robert Frost on a special permit with excessive absences and/or tardies may be placed on a provisional permit.

We certainly aren't advocating for families to send their kids to school sick but we do want families to understand the connection between chronic absenteeism and a student's academic achievement.

Thank you for all your support as we work to improve learning at Frost.