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ATTENDANCE POLICY

One criterion of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development, and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment, and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence.

Excessive absences whether excused or unexcused, have a negative effect on a child's school learning accomplishment and put the child at risk for retention. More than 25 absences can put your child/family at risk for not being invited back for the following school year.

What is an Excused Absence?

An absence which has been arranged with the child's teacher *prior to the absence* is considered excused. A parent must inform the teacher of their child's intent to be absent (date, length of time, reason). Students are required to complete their missed classwork. Parents should arrange with the teacher how missed work is to be made up. If the child/family fails to return the missed class work by its due date, it will be considered an unexcused absence.

Absences due to the following circumstances are also considered excused:

- a) Personal illness
- b) Death in the immediate family
- c) Doctor/Dental appointments

AM Tardiness:

Drop-off begins at 9am. By 9:15am, the GVA front door closes, and the teachers take their students to their classes to start their day. If your child arrives after the front door is closed, **you must walk your child to the front office to check them in with a staff member**. If there is no one in the front office, you will need to ring the doorbell to let a staff member know that you are in the waiting area. Of course, you can also message the teacher directly in your classroom chat. Tardiness affects the entire class and should be kept to a minimum. GVA realizes that there are occasional accidents, emergencies, and inclement weather that make travel to school slower.

PM Tardiness:

Our day ends at 3:30pm. Please be sure to pick your child up before 3:45pm.



ATTENDANCE POLICY Cont... Helpful Hints for a Successful Year:

We don't want your child to fall behind in school and get discouraged. Please ensure that your child attends school every day and arrives on time. Here are a few practical tips to help support regular attendance:

- Make sure your children keep a regular bedtime and establish a morning routine.
- Lay out clothes and pack back packs the night before.
- Ensure your children go to school every day unless they are truly sick.
- Use the built-in time off (see the school year calendar) for family vacations or doctor's appointments.
- Talk to teachers for advice if your children feel anxious about going to school.
- Develop back-up plans for getting to school if something comes up: call on a family member, neighbor, or another parent to take your child to school.

Let us know how we can best support you and your children so that they can show up for school on time every day. We want your child to be successful in school! If you have any questions or need more information, please don't hesitate to reach out to us.

-Your GVA Classroom Teachers