



Attendance and Timely Arrival Agreement

It is the responsibility of parents of registered children to have children in school daily. If a child is absent for 5 days or more, we will begin to check into the matter. Guadalupe Teachers will begin their day of teaching promptly at 8:10. By being even a few minutes late, a student can lose the flow of the school day. Excessive tardiness, over 10 days is considered an attendance issue and will require action.

According to the Utah Compulsory Attendance Laws (53A-11-101), every school age child must be in school. The parents are responsible for their children's regular school attendance. It is a misdemeanor if you fail to have your child in regular attendance.

If a student displays a pattern of excessive checking in/out, absenteeism or tardiness, parents can expect the following steps to occur:

1. A referral will be made to school administration by the attendance coordinator.
2. School administration will talk directly to the student/or parent and send attendance letters to parents with a record of absences and/or tardiness.
3. School administration will call/conference with the parent/guardian.
4. School administration will send a second attendance letter and talk to parents/guardians to resolve attendance problems.
5. School administration will initiate educational neglect procedures with Social Services and possible dismissal.

Please wait to bring your child to school after 7:30 am. Breakfast begins at 7:30 am. Children will be expected to go to their designated playgrounds until the first bell rings at 8:00 am and their teacher picks students up from their appointed line up area. Please help your children arrive on time to line up outside, be greeted by their teacher, and enter the building with their class. We certainly don't want students waiting outside during inclement weather, or below freezing temperatures. Administration will determine when the students can be allowed to wait indoors, but not prior to breakfast beginning at 7:30am. Students may not wander or enter the halls.

Occasionally, a student must be absent from school for reasons which are acceptable to the school as well as the court. School policy includes the following reasons as acceptable: illness, medical appointments, family emergencies, death of a family member or close friend, observance of religious holidays, or travel with prior approval of the school assistant principal.

If your child is going to be out for an extended time, please let our attendance coordinator, Pedro Arciga, and your child's teacher know. Be sure to remember that a note does not automatically constitute an excused absence.

Sincerely,

Guadalupe Administration

Please sign below indicating you have read the Attendance and Timely Arrival Agreement of Guadalupe Charter School and return the form to the school.

Parent Signature: _____

Student's Name: _____