



We encourage you to contact your child's teacher, guidance counselor, or principal when you have questions about attendance.

Absences NOT COUNTED for attendance intervention:

Up to five equivalent school days of lost instruction, per school year, may be excused by a parent or guardian who contacts the school by 9:30 a.m. Absences may be excused for the reasons indicated below. Absences for any other reason shall be considered unexcused.

- Serious illness of a family member
- Death in the family
- Illness/injury or quarantine of the student
- Dental or medical services
- Appearance in court
- Observance of a holiday or ceremony of his/her religion
- Family emergencies
- In-school and out-of-school suspension
- Weather-related absences, such as "snow days," excused at the district level
- Reasons authorized by the principal



OTHER NOTES:

- Students riding a bus shall not be considered tardy if the bus is late.
- Tardiness may be excused for other reasons that the principal considers appropriate.
- Elementary schools will log early dismissals to monitor positive school participation.

Absences COUNTED for attendance intervention:

- Unexcused absences
- Excused absences after the five equivalent days noted above
- Proportional lost learning time as accumulated through tardies/early dismissal
- Tardiness counted for absenteeism:
 - Student arrives less than 30 minutes late = .2 day absence
 - Student arrives 30 or more minutes late = .5 day absence

Did you know?

- ★ Starting in kindergarten, too many absences can cause children to fall behind in school.
- ★ Missing 10 percent (or about 18 days) can make it harder to learn to read. Sporadic absences, not just those on consecutive days of school matter too. Before you know it, just one or two days a month can add up to nearly 10 percent of the school year.
- ★ Students may fall behind if they miss just a day or two every few weeks.
- ★ Being late to school may lead to poor attendance.
- ★ Absences and/or being late can affect the whole classroom if the teacher has to slow down learning to help children catch up.

Information compiled from Attendance Works: www.attendanceworks.org.



Every Child

in school

Every Day



Every minute in school matters. Being on time every day and staying until the last bell rings is paramount to your child's success. Parents and families can help their child succeed in school by building the habit of positive attendance.

Forest Hills Public Schools is committed to providing a quality education to promote student success. In order to accomplish this, students should be in school for the entire school day. School success goes hand-in-hand with good attendance!

**Absences add up...
every minute,
every hour,
every day.**



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Forest Hills Public Schools
All learners achieving individual potential

Every Minute in School Counts. Here is what you can do.



1 Appointments/Trips

Avoid medical appointments and extended trips during school hours.

2 Routines

Set a regular bedtime and morning routine.

3 Night Before School

Lay out clothes and backpacks the night before.

4 Unnecessary Absences

Avoid unnecessary absences. Some absences are unavoidable. Occasionally, children get sick and need to stay home. What *is* important is getting children to school on time as often as possible and keeping children in school the entire day.

5 Family Medical Issues

Sometimes, serious family or medical issues can impact attendance. It is important to communicate with school personnel and work together to overcome obstacles to attendance.

6 When Your Child is Sick

Please use common sense and keep your child home when they are running a fever of 100 degrees or higher, have diarrhea, are vomiting, have a sore throat, or have a continuous “barking” or deep chest cough. Before a student returns to school, they should be fever-free for at least 24 hours without medication. If your child comes to school sick or becomes ill at school, the school will call you and ask that you pick up your child immediately.

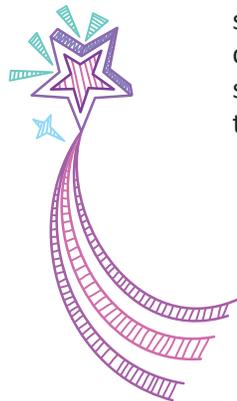


7 Anxiety

Keep in mind, complaints of a stomach ache or headache can be a sign of anxiety. You know your child best. If your child seems anxious about going to school, talk to the teacher or school counselor for advice on how to make your child feel more comfortable and excited about learning. Once a child arrives at school, they usually do well.

8 Missing Out

Have a conversation with your child about the importance of attending school every day, all day. Children can miss important learning by leaving school early. Missing school means they are missing out.



9 Keep School Informed

Call the school attendance line when your child is absent and please leave a message as to why your child is absent. When possible, let the school and teacher know in advance that your child will be out and gather homework that must be completed.

10 School is Important

Talk to your child about why education is important to you, and take an interest in your child’s schoolwork and activities.

