

Savoy Elementary School

Attendance Policy:

By law, students are expected to be at school everyday. Regular school attendance is very important. Not only does attendance reinforce and enrich the learning process; it also establishes patterns and attitudes that will carry forward into adult work habits. Regular, consistent attendance is a prerequisite to successful school life. Children should be absent only in cases of illness or emergency.

Parents should notify the school office on the morning of your child's absence. When your child is ready to return to school, send a note (required by law) to the teacher explaining the absence. Upon return, it is the student's responsibility to make up all assignments, projects and tests that were missed during his/her absence.

If a student has.....

- Three (3) or more consecutive days absent, parents must obtain a doctor's note and submit it to the school.
- Seven (7) absences (excused or unexcused), a letter of warning will be issued to parents reminding them of the school's attendance policy, and that they will be contacted to schedule a meeting should absences approach 10 days.
- Ten (10) absences (excused or unexcused), a parent conference will be scheduled to discuss the attendance policy and to develop a proactive attendance plan.
- Fifteen (15) absences (in disregard of the personal attendance plan), an attendance hearing will be held with the parents, Principal, and Superintendent.
- Twenty (20) absences (in disregard of the personal attendance plan), a 51A (neglect) or CHINS (child in need of services) may be filed.
- Twenty-five (25) absences or more, it could result in retention.