



Zach Attendance Policy

Zach Elementary's State Accountability goal is to have a yearly average attendance rate of 95% or better. **In order to achieve the 95% attendance rate, students should not miss more than eight days per school.** We certainly would like students to strive for the best possible attendance rate. (Based on 174 school days in the 2002-2003 school year.) At the end of the school year, student's who have achieved this goal will receive an attendance certificate. Students with perfect attendance will receive a perfect attendance certificate.

Parents need to call each morning when their child is absent or tardy. This can be done by leaving a message on the 24 hours attendance line or by sending a note with another student. If you do not contact Zach Elementary concerning an absence or tardy, the office clerk will contact you! This is for the safety of the child.

The school principal will monitor absences throughout the school year. A letter of concern will be sent to the parents of the student who has a pattern of frequent absences or tardiness. If absenteeism or tardiness continues following two letters of concern, the district attendance officer will be contacted for assistance in the matter. The maximum number of absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is 15 days in a school year.

If a student is absent more that ten consecutive days due to travel, the student will be dropped from the school's enrollment. It will be the responsibility of the parent to provide instruction during the absence. Parents may check out materials from Zach Elementary by leaving a deposit to cover the costs of the books if they are not returned or damaged.