

ATTENDANCE AND REGISTRATION

Admission Procedures and Immunization Requirements:

To enroll your child in Village Meadows School, contact the school registrar. When you register your child, you will need to bring the following:

- A birth certificate or a certified copy
- An immunization record
- Proof of residency (utility bill, rent receipt, lease agreement, escrow doc., etc.)
- Legal guardian or custody papers, if applicable
- Official withdrawal form from the previously attended school (K through 6th grade)

Under state law, schools must have written proof of immunization before admitting a child to school. Generally, most types of records supplied by the health care provider are acceptable, as are records supplied by a previous school.

Immunizations required are described in the "Health Center" section of this handbook. After the immunization record has been reviewed, the school will notify you if your child's immunizations are incomplete. If you receive such a notice, please have the missing vaccination(s) taken care of as soon as possible so your child can continue school without interruption. If your child should not be immunized because of a medical condition, personal belief, or natural immunity (i.e., has already had the vaccine-preventable disease), you must file a Request for Exemption with the school.

Confidentiality of Records and Directory Information Release:

All staff members are required to safeguard the privacy of each student. Information dispersal is regulated by FERPA (see Student Rights and Responsibilities Handbook).

Child Protection - Custody Information:

If a parent has a court decree which establishes that parent as the legal guardian of a student or which establishes certain guidelines for access to a student by a natural parent, the school needs to have a copy of such a document for attachment to the child's permanent record. That document will be utilized as a legal base for working with the custodial parent. Non-custodial and divorced parents have equal rights relating to student records unless the school has been provided a court order to the contrary. In absence of such a document, the school has no right to

withhold information or refuse access to a student by either parent. For example, we cannot keep either parent from picking up his/her child from school.

In the event that you leave your child in the temporary custody of a relative or friend due to out of town business or vacation, the school needs to have a signed note by the custodial parent. In addition, please be sure the assigned person is also listed as a responsible party on the child's Pink Emergency Medical Referral Card.

Leaving Campus:

For their own safety, students may not leave the campus during the school day without permission. If it is necessary for a child to leave the campus, the parent needs to notify the office in writing or in person, and the child will be signed out at the school office by a parent/guardian or an adult designated on the emergency card. Please have picture identification available for the office staff to verify.

Reporting Absences:

If your child is going to be absent, use the attendance number (602-467-6390) to notify the school. Please do so in advance or by 9:00 a.m. on the day of the absence. If that is not possible, you need to send a note with your child when he/she returns to class, which states the dates and reasons for the absence. Arizona law requires us to verify all absences in this way.

An absence may be excused if you have notified the school and if the absence is for illness, death in the family, religious observance, or other unusual circumstances. Absences for reasons such as trips, family vacations, and medical appointments are discouraged, and depending upon the frequency and effect on the child's performance, may be considered unexcused even with prior notification. For your child's benefit, please try to schedule trips and appointments during non-school hours whenever possible. Attendance can impact retention/promotion decisions.

Students are required to make up any work missed as a result of absences. If a student is absent, it is the child's responsibility to contact the teacher when he/she returns to obtain missing work. For each day a child is absent, they will have one day to make up the work. For absences of 3 days or longer, parents may e-mail a request or phone the teacher and leave a message. The homework request will be honored by the next day if the request is made by noon of the previous day.

Student Attendance:

Attendance is very important to a student's academic success. Even the most capable student cannot learn if he/she does not attend school. For this reason, attendance is part of the district's promotional requirements. In grades K-6 the recommended attendance standard for promotion is 90%. The school will alert parents of impending problems in this area via telephone or mail.

Attendance is the responsibility of both parents and students. If your child is going to be absent from school be sure to call the attendance line. If a child is absent without the knowledge and permission of his/her parents, or if the absence violates state law and district procedure, it will be considered truancy. [See: CUTS in Student Rights and Responsibilities handbook]

Tardiness:

If a student is going to be tardy, please call or send a note. When students arrive after 9:00 a.m., they need to report to the school office for a pass before going in the classroom. School attendance is vital to your child's success. Students must be at school on time. Students should enter the campus at 8:45 a.m. so they are ready to begin the school day promptly at 9:00 a.m. Please make every effort to encourage good attendance and punctuality.

- **Excused Tardies:** Requests to excuse a tardy will be evaluated on a case-by-case basis. School personnel will consider whether conditions that resulted in the tardy are within the reasonable ability of the student and/or parent to control. Circumstances outside of the student and/or parents' reasonable control will be considered an excused tardy (School bus problems, doctor/dentist visits or sickness). If a student exhibits a pattern of tardies or absences due to medical issues, parents should consult the school nurse to discuss options and policies for chronic health conditions.
- **Unexcused Tardies:** *All tardies are cumulative for each quarter.*
Unexcused tardy will result in the following consequences:
 - On the 6th tardy: Parent Letter Sent Home
 - On the 9th tardy: An after-school detention will be assigned and parent conference
 - On the 12th tardy - 1 day of suspension and parent conference