

TCBS ATTENDANCE POLICY SY2019-2020

A. THE IMPORTANCE OF ATTENDANCE

The Tuba City Boarding School believes there is no substitute for the uninterrupted personal contact between students and teachers in the classroom environment where learning experiences are carefully planned by the teachers. Classroom attendance and participation is an integral part of the school experience. Regular attendance also develops patterns of behavior essential to success in later life, both personal and business. Even though students may make up work missed because of absences, they may never be able to replace the educational, cultural and social contacts they would have experienced through face to face instruction and class participation. The primary responsibility for attendance rests with the parent/guardians.

TCBS GOAL: Individual Student Attendance Rate at 95% or Better

B. ATTENDANCE REQUIREMENTS

Children are required by laws to attend school. Whereas the tribal laws require children between the ages of five (5) and nineteen (19) that are not graduated from high school must be attending school. Students who have excessive absences may be subject to parent notification, home visit or referral to tribal juvenile authorities, and/or social services ref. (Title 17 N.N.C. §118, 222 and 223 and ARS 15-802). Students who have excessive absences will be referred to the proper tribal departments for truancy. Please note that the School personnel are available to parents/guardians regarding the school's services before these steps are taken, in an effort to facilitate the child's improved school attendance.

Definitions of Absences

An absence occurs when a student is not physically present in school.

Excused Absences	Required notification to school
Illness, medical appointments	A doctor's/parent's note of reason for absence is required for your student's attendance file.
Illnesses, health appointments - with absences over 3 days	Will require a doctor's note for the student's attendance file.
Personal emergency i.e. accident	A parent/guardian note of reason for absence is required for your student's attendance file.
Death of a close family member (parent, sibling, grandparent, aunts/uncle, or otherwise determined by school).	A parent/guardian note is required for the student's attendance file.
Participation in religious ceremony	A parent/guardian note is required for the student's attendance file.
Court appointment or compliance with court order	A parent/guardian note is required for the student's attendance file.

When a student reaches nine (9) absences a semester, a doctor's note may be required to excuse any further absences.

Extenuating medical circumstances:

If there are extenuating medical circumstances regarding excessive absenteeism, students may be placed on a home study program. It is the parent and/or guardians responsibility to make arrangements with the department head and to provide necessary documentation.

Unexcused Absences	
Unexplained absence	If the office is not notified in a timely manner (48 hours), an unexplained absence becomes an Unexcused Absence.
Family vacation	
Non-medical appointments	
Babysitting, missing bus, oversleeping, trip to town, no one home	
Absence for any other reason that does not meet the criteria of an excused absence.	

A student that is absent more than ten percent (18 days) of the required number of school days per year is considered to have “excessive absences” whether the absence is excused or unexcused.

Absence

An absence is defined as a minimum of one missed class period per day. Any absence in excess of (10) days without a documented note for a medical/professional reason can be unexcused.

Tardy

It is the TCBS expectation that all students will be in class ready to learn at 7:50am each school day. Students arriving later than 7:50am must report to the office to get a tardy slip. If a student has been marked absent by the teacher and does not stop by the office for a late slip, they will be shown as “unexcused” absent for the day.

Truancy

In accordance with tribal laws student attendance patterns are closely monitored and truancy referrals are made for excessive absences or tardies. Students who have excessive absences will be referred to the proper tribal departments for truancy. Please note that the school personnel are available to parents and legal guardians regarding the school’s services before these steps are taken, in an effort to facilitate the child’s improved school attendance.

Excessive Absence vs Truancy

Students will be considered to have excessive absences if they miss 10% or more days of school for any reason. Students are considered truant if they miss three (3) days of school without a valid excuse or late to class three (3) times.

C. SUPPORT TO STUDENTS FOR ATTENDANCE

Students and Parents/Guardians are offered services including creating an attendance plan, and meeting with the school counselor, department head and/or designee.

Absence(s)	Intervention
0 Absence/tardy/early checkout	Attendance incentives
1 unexcused absence, every unexcused	Message/call will be sent to parent/guardian
3 consecutive unexplained absences	Classroom teacher and/or department head designee will inquire about student's absences. For unexcused absences Truancy applies.
5-9 unexcused absences	The school will mail the parents a Truancy Letter asking for the parent’s help with their student’s attendance and warning of consequences for further truancy.
8 excused absences	Eight or more days of <u>excused</u> absences within a school year are considered excessive and may require a doctor’s note to excuse subsequent absences.

10 unexcused absences	After 10 days of <u>unexcused</u> absences within a school year, the school will mail the parents a 2nd Truancy Notice. Home visit or parent conference with school counselor to agree upon an attendance contract. May be referred to Tuba City Judicial District truancy officer.
11-18 absences	A student that is absent more than ten percent (18 days) of the required number of school days per year is considered to have “excessive absences” whether the absence is excused or unexcused. Parent/guardian meeting with department head and/or Truancy referral will be made to Tuba City Judicial District truancy officer.

Tardy	Intervention
1 tardy	Encouragement by attendance person at office
3 tardies	Parent/guardian notification via a call. Reminder of tardy policy. Student conference and develop a plan.
8 tardies	Parents will be required to meet and develop a plan.
10 tardies or more	Excessive or chronic tardiness (10 or more) will be reported as truancy.

D. THE ATTENDANCE REQUIREMENTS FOR PROMOTION TO THE NEXT GRADE

An academic standard set in the Code of Federal Regulations in 25 CFR § 36.31 (c) mandates: “A student who has not participated, either directly or through approved alternative instructional methods or programs, in a minimum of 160 instructional days per academic term or 80 instructional days per semester without a written excused absence shall not be promoted. A school board or a school committee may review a promotion decision and, if warranted due to compelling and/or extenuating circumstances, rescind in writing such action on a case-by-case basis.”

E. AUTOMATIC DROP

If your child is absent for ten (10) consecutive school days he/she will be withdrawn from enrollment. Re-enrollment process will be required.

Student Check-Out

The following requirements for checking out students:

- Only immediate family members can check out students. Immediate family is defined as a mother, father, legal guardian, sister, brother, grandparent, aunt or uncle.
- School personnel will not be allowed to check a student(s) out overnight, unless they are the parent of the student.
- Check outs during the academic day by school personnel shall be restricted to sanctioned school activities only.
- All check outs must conclude by curfew unless pre-approved by staff in charge at the time of the check out.
- Students wishing to have check out privileges must have an original written permission document signed by the parent or legal guardian stating that the school is released of any liability associated with the check out.
- Parents or legal guardians may designate, in writing, family members who are authorized to check out their child overnight.
- Check out requests via telephone will not be approved, except in situations where a family emergency involving a serious illness or death of an immediate family member are involved.
- All students authorized for check out are expected to return to school campus at the specified time of return, as stated in their approved check out request.
- When there is evidence that the welfare of the student is at risk, the school reserves the right to refuse or cancel the check out.
- If a conflict arises concerning the student check out process, the School Supervisor or acting designee reserves the right to revoke any check out privileges.
- Student(s) must be in good academic standing in order to be checked out when they will be absent for class. The only exception to this would be in an emergency situation.
- Any student, regardless of age, shall not be authorized to check themselves out and no check out may be approved to an adult less than 25 years of age. This applies to all parties, including family members.
- Students may not be check out until any applicable restriction is served. Exceptions, prompted in the case of an emergency, must be approved by the school administration.
- In the event of local emergencies, i.e. natural disasters, fire or threatening weather conditions, any previously approved check outs may be cancelled without prior notice.
- Students involved in inappropriate activity while in check out status may have their check out cancelled and will face disciplinary action upon their return to the campus.

(BIA Deputy Director, personal communication, April 13, 2010).

STUDENT HANDBOOK

SY 2019-2020

Little Thunderbird Academy (Grades DK-2) Attendance: 928-283-2330 ext. 1124 Office Hours 7:30am - 4:00pm	Rising Thunderbird Academy (Grades 3-5) Attendance: 928-283-2330 Ext. 2195 Office Hours 7:30am - 4:00pm	Thunderbird Academy (Grades 6-8) Attendance: 928-283-2330 Ext. 4263 Office Hours 7:30am - 4:30pm
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ARRIVAL AND DISMISSAL SCHEDULE



Regular School Day

<u>Arrival Time</u>	
First Bell	7:45
Last Bell	7:50

<u>Dismissal Time</u>	
DK-2nd	2:30
3rd-5th	3:20
6th-8th(on bus at 3:25-3:30)	

Gold Day/PT Conference Days

<u>Arrival Time</u>	
First Bell	7:45
Last Bell	7:50

<u>Dismissal Time</u>	
DK-2nd,7th-8th	12:20
3rd-6th	11:20
Buses will depart at 11:30 & 12:30.	

LUNCH SCHEDULE

Regular School Day

<u>Little T-Bird Academy</u>	
DK	10:50
K	10:50
1st	11:00
2nd	11:10

<u>Rising T-Bird Academy</u>	
3rd	12:00
4th	12:05
5th	12:10

<u>Thunderbird Academy</u>	
6th	11:30
7th	11:35
8th	11:40

Gold Day

<u>Little T-Bird Academy</u>	
DK	11:00
K	11:00
1st	11:10
2nd	11:20

<u>Rising T-Bird Academy</u>	
3rd	10:30
4th	10:35
5th	10:40

<u>Thunderbird Academy</u>	
6th	10:10
7th	10:15
8th	10:20

Supervision of student will be provided beginning at 7:00am.