

# **Kaleidoscope School of Arts and Science**

## **Attendance Contract**

As a parent(s)/legal guardian(s), I/we understand the importance of consistent attendance for my child. By choosing to have my child attend Kaleidoscope, I understand the expectation for good attendance. I will do my best to insure my child arrives on time and attends school regularly.

I am aware of the following Attendance Policy supported by our school's governing board, the Academic Policy Committee:

### ***KSAS Attendance Policy***

***Attendance in school is the responsibility of the parent(s) or legal guardian(s) and the student(s). During the times that school is in session, all students up to age 16 are required by law to attend school regularly and to be on time for classes.***

***If your child will be absent from school, the office must be notified of the absence by a parent or legal guardian. If a student will be absent for 3 or more days, a letter from a parent or legal guardian must be received by the school administrator regarding the absence.***

***Parents of students who have excessive tardies or absences will be asked to meet with an attendance committee to review attendance patterns. The purpose of the meeting is to discuss with the parent(s)/legal guardian(s) the reasons for tardies and/or absences, to provide a plan for improving attendance and to provide suggestions to assist the family. An attendance plan will be implemented to improve attendance.***

#### **Involuntary Absence**

***Absence for emergencies such as illness or death in the family shall be considered involuntary. Arrangements for make-up work will be made.***

#### **Tardy Policy**

***Late arrivals occur if the student is not in class when the 9:10 a.m. bell rings. Pick-up prior to 3:40 p.m. will be noted as an absence for the remainder of the school day.***

*After reading, sign the 'Contract Signature Sheet' attached to this packet of important information that is kept on file in the school office.*

*Your signature on the 'Contract Signature Sheet' indicates you as the parent/guardian of the enrolled child agrees to the above contractual enrollment and attendance conditions.*