



# Public Schools

## Pre-K Programs Attendance Policy

Natchitoches Parish Public Pre-K programs work collaboratively with families and community in order to provide FREE high quality and developmentally appropriate early childhood education to the young learners in our community.

Our funding source requires every student attend school on a regular basis. We understand that children may be absent from school for specific circumstances.

### **Attendance Procedures:**

1. Communicate with your child's teacher when your child is absent.
2. Avoid late arrivals and early departures, exceptions, if the child is ill or there is an emergency.
3. Your child must be in attendance the majority of the day. Tardiness and early dismissal count towards absences.
4. A doctor's excuse **is required** to excuse absences.

### **Policy Guidelines for Absences:**

- four (4) or more unexcused absences in a month, parent/guardian will receive a **Warning Letter**.
- four (4) or more unexcused absences for two consecutive months during the school year, your child will be dropped from the program. Parent/guardian will receive a certified **Withdrawal Letter** and the seat will be filled with a child from the community who is on the waiting list. **A parent note is NOT an excused absence.**

### **The following are acceptable reasons for excused absences:**

#### ***Documentation must be submitted within 3 working days.***

- The child is hospitalized or incapacitated due to a serious injury
- The child contracts a communicable disease (virus or flu) or has other ongoing health related ailments which temporarily prevent attendance (such as asthma)
- A death in the family
- Medical/dental/therapy appointments (these should be made around school hours unless absolutely necessary)

***At Natchitoches Parish Schools, our number one priority is student learning,  
and our number one responsibility is student safety!***