



Dear Parents,

Here at Memphis Academy of Science and Engineering we are committed to improving student's achievement. We are concerned when students miss part of a lesson, for any reason. The process of education requires, instruction based on skill building, class participation, learning experiences, and study. Frequent tardies and absences affect your student's learning opportunities.

Starting Monday, January 14, 2019 we will enforce our Attendance Policy. Please refer to the bullets below to see a detailed list of intervention and consequences for absences and/or tardies. Regular school attendance is required by State law. Tardies interrupt the classroom and interfere with the learning environment for all students. Also, when students arrive extremely late, tardies can become absences as defined by State and District attendance rules.

Tardy Policy/Intervention

- 3 Tardies will equal to 1 absence, 2 Day In-School Suspension and letter from school
- 6 Tardies will count as 1 absence and a 3 day In-School Suspension
- 9 Tardies will count as 1 absence and a 1 day Out of School Suspension
- 10 or more Tardies will be referred to the District Attorney's Office

Absentee Policy/Intervention

- **Tier I (2-4 unexcused absences)** a conference with the student and the student's parent/guardian.
- An attendance contract, based on the conference, to be signed by the student, the parent/guardian, or other person having control of the student, and the school leader or designee. The contract shall include:
 - A specific description of the school's attendance expectations for the student;
 - The period for which the contract is effective; and
- Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court; and regularly scheduled follow-up meetings, which may be with the student and the parent/guardian, or other person having control of the student, to discuss the student's progress
- **Tier II (4-6 unexcused absences)** if the student accumulates additional unexcused absences in violation of the attendance contract required under Tier I, the student will be subject to Tier II. Tier II shall include an individualized assessment by a school employee of the reasons the student has been absent from school. This may result in referral to counseling, community-based services, or other in-school or out-of-school services to address the student's attendance problems.
- **Tier III (6-10 unexcused absences)** If the truancy interventions under Tier II are unsuccessful and the student continues to accumulate additional unexcused absences, Tier III shall be implemented. Tier III may consist of one (1) or more of the following interventions, as determined by a team formed by the school:
 - School-based community services;
 - Participation in a school-based restorative justice program;
 - Referral to a school-based teen court; or
 - Saturday or after school courses designed to improve attendance and behavior.

Please make sure that your student attends school every day and is on time. Discuss this issue with your student, pointing out the importance of being in the classroom and ready to learn when school begins. Do not hesitate to contact us to assist you and your student in any way to improve school attendance.