

Eastern Carver County Schools Family Literacy Attendance Policy

Good attendance allows youth and adults in the program to progress faster in the English language. As a student it is important to attend. However, we know there are situations that will cause an absence and we will take that into consideration.

As a registered Family Literacy student, the following guidelines should be followed.

Class/Time. Monday, Tuesday, Wednesday, and Thursday from 1:00 to 3:30 pm

Attend class each day Monday through Thursday. If you miss more than four (4) days a month, you will be referred to the Family Literacy Team, to determine if you should stay in the program.

Be on time. Class begins in the children's and adult English classrooms by 1:15 pm. Please come directly to the classrooms. If you are continually late, you will be referred to Mary Snuggerud, Parent Educator. Mary will work with you to put a plan in place to correct the problem.

Call when absent.

What is an excused absence?

- Your or one of your children is sick
- A doctor appointment that could not be scheduled during non-school hours. You must bring a doctor's note explaining your absence
- Death in the family
- An appointment at your child's school
- Job interview
- Court appointment
- Meeting with MFIP worker. You must bring a note explaining your absence
- Other pre-approved appointment

When you have an unexpected absence, you must:

- Call your teacher
- Call your child's teacher
- Call transportation

Emergency information. Please notify your teacher of any changes in address or phone number immediately.

Monthly fee. Remember to pay your tuition by the first of the month. After the 10th day of the month, a \$10 late fee will be charged.

Family Literacy Agreement

_____ I agree to come to class on time, Mondays, Tuesdays, Wednesdays, and Thursdays from 1:00 – 3:30 pm

_____ I will not miss more than four (4) days a month. If I do miss more, I understand that the Family Literacy Team, will determine my continued eligibility in the program. I further understand that I may be put on a Wait List or be given an Action Plan to correct the attendance issue.

Student Signature

Date



Family Literacy Program Information

Start Date: September 8, 2014

End Date: May 28, 2015

Enrollment: Each Monday in September, every first Monday of the month thereafter

Program Time: Monday through Thursday, 1:00 pm – 3:30 pm

Location: Chaska High School, Family Learning Center, 2nd Floor

District Transportation: If district transportation is provided, the Transportation Department or Family Literacy staff will notify the parent of pick up and return times.

In the event of an absence, please call:

ELL Teacher: _____ Phone/E-mail _____

Child's Teacher: _____ Phone/E-mail _____

Transportation: _____ Phone/E-mail _____