

Adams Traditional Academy PIN Minutes

Wednesday, November 14, 2018 6:00 p.m.

ATA Building B – Multi Purpose Room

○ **Call to Order – 6:01 p.m.**

○ **Attendance**

Lisa McCauley – PIN Chair
April Gould, Site Council

Hillary Hancock, Site Council
Christie Murphy, Site Council

Dr. Stacy Oates, Principal

Parents on Attendance Sheet dated 11/14/18

○ **Agenda Item:**

- Tardy Policy/Reporting of Absence (Handbook page Section 11. Attendance)
 - Tardy Policy: The issue is how late in the day do parents have to report an absence before it turns into an unexcused absence. Handbook states "Parents are asked to call the attendance office by 9:00 a.m. on the first day of the absence or tardy." It was proposed to change the word "asked" to "expected." It was also proposed to add "failure to do so will result in the absences being marked unexcused."
 - "To report an absence, ATA requires parents to call or report online to the attendance office *on each day of the absence*. Planned absences should be reported to the attendance office prior to the first day of absence." It was proposed to move these 2 lines from the handbook up to the paragraph above it.
 - See Attached Proposed Handbook Changes submitted by FSAC

Discussion in regard to the above policy took place among the parents present. All in attendance agreed to the proposed changes in the attached Proposal, except for the time of reporting. It was proposed and agreed that 10:30 a.m. would be a more acceptable time. Parents also wish to include the link to report an absence (www.atachoice.org/report-an-absence/). Please see the below proposal:

Parents are ~~asked~~ expected to ~~call~~ contact the attendance office by ~~9:00~~ **10:30** a.m. on ~~the first~~ **each** day of the absence or tardy. To report an absence, ATA requires parents to call or report online to the attendance office on each day of the absence. Planned absences should be reported to the attendance office prior to the first day of the absence. Failure to contact the attendance office by 9:00 10:30 a.m. will result in the absence(s) being marked unexcused.

The attendance number is (602) 938-5517 and the website is www.atachoice.org/report-an-absence/. Messages can be left at any time, day or night. When leaving a message, please include the child's:

- **First and last name**
- **Grade level**
- **Teacher**
- **Specific reason for absence**

Attendance Number (602) 938-5517 www.atachoice.org/report-an-absence/

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○ **Adjournment – 6:57 p.m.**