

SECTION IV - STUDENT CONDUCT

ATTENDANCE

School Attendance Policy

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important lessons result from active participation in classroom and other school activities which cannot be replaced by individual study.

Attendance is important in the development of a high quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the School wants to help students develop as early as possible in their school careers.

Regular school attendance is required by law. Therefore, Cass City Elementary has the responsibility of keeping complete attendance for every student enrolled. Because of the high priority placed on attendance, the administration and teachers seek parent involvement in this important responsibility. The following information outlines our attendance procedures:

- 1) When a student is absent from school, his/her parent/guardian must:
 - a) Call the school office at 872-2158 ext. 2510 on the day of the absence stating their name, their child's name and grade, **reason for the absence** and the number of day's he/she will be absent. **OR**
 - b) Send a signed note with their child on the day following the absence stating the reason and date(s) of the absence, if a phone is unavailable. If you have any questions about an unexcused absence please call the office.
- 2) Excused absences include injury, quarantine, medical, dental or counseling appointment, funeral, court appearance or a prearranged absence. If absent at any time for a medical, dental or counseling appointment, please ask the doctor, dentist or therapist for an excuse slip to bring to the office. These are referred to as "documentable absences" and as such are not subject to truancy laws.
- 3) **Pre-arranged absences:** If a student knows in advance that it is necessary for him/her to be absent on a particular day or days, he/she should bring a written note from a parent/guardian and obtain work for the days to be missed. Work assigned for the days of the prearranged absence is expected to be completed upon the student's return to school.
- 4) An absence is **unexcused** until a parent/guardian contact is made. It will be the responsibility of the parent/guardian to contact the school for days that their child misses. The parent/guardian will have the day of the absence and the next 2 school days to contact the school. Student's may or may not receive credit for the work missed on the day of an unexcused absence.
- 5) Students are responsible for work missed on the days they were absent.
- 6) When a student has been absent (excused or unexcused) from school for a total of six (6) days per year, a letter will be sent to the parent/guardian to inform them of their child's total absences and our attendance policy and procedures.
- 7) When a student has been absent (excused or unexcused) from school for a total of nine (9) days per year, a second letter will be sent to the parents and Tuscola County Truant Officer at the Tuscola Intermediate School District office.
- 8) Skyward is set up to contact any unexcused absences for the day. It will contact you around 6:00 p.m. and ask for a reason. Attendance is almost always done on a daily basis.

Excusable, Non-approved Absence

If a student is absent from school because of suspension or vacation, the absence will not be considered a truancy, and s/he will be given the opportunity to make up the school work that is missed.

Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

The skipping of classes or any part of the school day is considered an unexcused absence and no make-up of class work will be permitted. Disciplinary action will follow.

Tardiness

The attendance/tardy policy for the Elementary School is as follows:

If a student is late for the start of the morning or afternoon sessions by up to 1 hour, that student is determined to be tardy. If the student misses more than 1 hour of either session, that student is determined to be 1/2 day absent for that session.

It is important for the student to be in school each and every day, not only is this important for academic reasons, but consistency in a child's life is critical.

If your child continues to be tardy, which is not due to medical reasons, a direct referral to our truancy officer may result.

A student who is not in his/her assigned location by the start of each class period shall be considered tardy. Any student arriving late to school is to report to the school office before proceeding to class. Beginning with the fourth (4) unexcused tardy per marking period the parent/guardian shall be contacted and a student may be assigned a lunch detention. Excessive tardiness will be referred to the Truancy Officer.

Vacations During the School Year

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.