

Escanaba Middle School

Attendance Policy 2008-2009



Rationale:

The purpose of the attendance policy is to help students develop regular and punctual attendance and to maintain academic standards for earning credit. Research also indicates that there is a direct relationship between good attendance and classroom success. Students who have good attendance generally achieve higher grades, enjoy school more and are more employable after leaving high school.

Student Responsibility:

Good attendance is the responsibility of every student. If an absence does occur the ***student*** must make sure a parent/guardian calls in to excuse the absence by 8:00 A.M. the day after the absence. ***In the event that parents are not available the student must check into the main office upon returning to school.*** Students are responsible for obtaining any work required by their teachers.

Parent/ Guardian Responsibility:

Parents/Guardians will be expected to notify the attendance clerk by telephone ***on the day the student is absent from class or by 8:00 A.M. the school day following the absence.*** Call 786-7462 between 7:15 A.M. and 3:00 P.M.. ***Parents have until 8:00 A.M. the next school day to excuse their student.***

Attendance Policy:

Allows for (9) absences (Excused, Unexcused, or any combination thereof) per 9 week marking period, per class. An absence occurs whenever a student misses more than twenty (20) minutes of the class period. Every excused absence counts toward the (9) allowable absences.

Excused Absence:

Absences for reasons not expressly identified as “excused absences” are considered to be “unexcused absences.”. The following absences are considered to be excused for the purpose of this policy:

- 1) *Illness or hospitalization verified by parental authorization. The school district reserves the right to require corroborative evidence when deemed necessary.*
- 2) *Serious illness or emergency in the immediate family as verified by parental authorization.*
- 3) *Attendance at a funeral or death in the family as verified by parental authorization.*
- 4) *Pre-arranged absences (including family vacations), provided that the office is contacted for prior approval and make-up work is completed as arranged between the student and the teacher.*
- 5) *Religious instruction and/or obligations (arranged in advance) and verified by parental authorization.*
- 6) *Professional appointments which can not be made after school (e.g. dentist, doctor, court appointments), verified by parental authorization.*
- 7) *School-sponsored activities and School-imposed suspensions.*

Unexcused Absence:

An absence that is not excused is an unexcused absence. A student is not eligible to earn credit for make up work or missed classes when the absence is unexcused. Every unexcused absence counts towards the maximum 9 absences allowable per semester. *Examples include, but are not limited to: Skipping, Oversleeping, Missed Bus.*

Truancy:

Students with unexcused absences may be subject to additional discipline and/or referral to Probate Court for truancy as deemed appropriate by the Principal, Assistant Principal or Discipline Officer.

Tardy Policy: Punctual attendance is required of all students in all classes. A student who is tardy to class interrupts the orderly conduct and educational delivery of that class. Valuable time is lost to the teacher, student, and the class whenever a tardy occurs. Three tardies comprise an absence in the class.

Tardy: A student must be in his/her classroom and ready to begin class as defined by their teacher when the bell rings. Failure to be in the classroom and ready constitutes a tardy.

School Business: A student who is late to class due to authorized school business will not receive a tardy for purposes of the policy.

Consequences:

A student who reaches nine (9) absences (excused, unexcused, or any combination thereof) in any one course must attend a makeup session(s) or be referred to probate court, as deemed appropriate by administration.