

# **ATTENDANCE POLICY**

Approved by School Board on 14-JUN-2021

**Attendance is the primary responsibility of parents/guardians and students.  
Education is the primary responsibility of schools.**

It's a fact that students who attend school regularly learn more and are more successful than students who do not. Parents who make regular school attendance a priority are also helping their children learn to accept responsibility. That's an important lesson for success at school and in life.

Additionally, to help our school community to develop to its full potential, everyone must be an active contributing member of the community. Students who are absent are not able to contribute to the growth of others or themselves.

Students who maintain good attendance habits in the middle/high grades will be more likely to maximize their scholastic success. That's important, because students who miss school miss out on carefully-planned sequences of instruction. Students need to be present for active learning experiences and the benefits of class participation. Students with good attendance are less likely to fall behind, become frustrated, or drop out. Students must be in school the entire day to be eligible to participate in after-school field trips and activities, unless given prior approval by the administration.

It is the responsibility of the parents and/or guardians to inform the school of any ongoing and documented medical conditions that would potentially cause the student to be in violation of this attendance policy. The administration reserves the right to waive this attendance policy under certain, documentable circumstances.

## **Excused vs. Unexcused Absences**

The school reserves the authority to determine whether an absence is excused, not the parent/guardian. It is very important for parents and/or guardians to contact the school regarding student absences.

### **Attendance Phone Number: (269) 628-9343**

Parents/guardians should call this number (before 8:00am if possible) each day that a student is absent from school.

**Absences not excused within 48 hours of the student's return to school, will remain unexcused.**

When calling, please give the following information:

1. Your name
2. Student's name and grade
3. Date of absence
4. Reason for absence

Absences will only be excused through proper documentation. A student must provide a doctor's note, dental note, chiropractor's note, a note indicating that they were in attendance at a funeral, documentation indicating that they were in attendance at court or legal proceedings, and so forth. Failure to provide proper documentation within 48 hours of the student's return to school, will result in the absence being considered unexcused. The proper documentation must include the student's name, the date of the absence, and the reason for the absence.

**All absences will be considered unexcused unless the proper documentation is provided. Simply, a parent calling in a student's absence does not excuse the absence, only through documentation can an absence be excused.**

If an extended absence is unavoidable, the student should fill out and submit an Extended/Advanced Absence Form. Only through this form can such circumstances as family emergencies, family vacations, and extended illnesses be excused. If the absence is known in advance (family vacation, extended illness), then this form must be filled out and submitted before the absence. If the absence is unknown in advance (family emergency), then it must be filled out and submitted immediately upon the student's return to school.

## **Make-Up Work**

It is the student's RESPONSIBILITY to secure all assignments and see that they are turned in within the time allowed. **Assignments and tests will be recorded with a "0" in the Student Information System until such time as they are made up.** If made up on time, then full credit will be given.

A student will have two days to make up work for each day he/she is absent from school (up to a maximum of ten school days to make up all missing work), if that work was assigned during their absence. If the work was assigned prior to the absence, then the work is due upon their return or on the originally scheduled due date.

Field trips, family trips/vacations, and athletic teams leaving early will not be granted the courtesy of extra time to make up assignments; therefore, no additional time is given. In these situations, **students are required to obtain work prior to leaving and the work is due the day they return or on the originally scheduled due date.**

An assignment given by a teacher seven (7) calendar days or more in advance of a student's absence shall be due the day that the student returns to class, or in the case of major reports/projects is due on the originally scheduled due date. This could mean the assignment(s) would have to be emailed to the teacher or dropped off by a parent.

If a student is present the day before a test or presentation/project is scheduled and is absent the day of the test, the student will be expected to make up the test/presentation/project immediately upon return to class.

## **Excessive Absence Procedures (per semester)**

**After 6 unexcused absences in the semester**, a letter from the attendance office will be sent home regarding our concern about the absences. This letter is to make sure the parent/guardian is aware of the recorded absences.

**After 10 unexcused absences in the semester**, a letter from the attendance office will be sent home informing the parent/guardian that the student will receive **no credit and a failing grade** for the class or classes for which they have accumulated 10 or more unexcused absences.

## **Loss Of Credit/Redemption Of Credit**

Gobles Public Schools allows students to accumulate nine unexcused absences for each class per semester without consequence. Students who accumulate more than nine unexcused absences in a class per semester will lose all credit for that specific class and receive a failing grade for the class.

If a student has accumulated ten (10) or more unexcused absences for a specific class in a semester, and wishes to earn back the lost credit and be awarded the grade earned in the class, then the student must make up the lost time. This can be accomplished by obtaining the appropriate form from the Counseling Office, spending time after school with a teacher or in the library, obtaining an adult's signature verifying that the student was present after school and working on school work, and then the student returning the signed and filled out form to the Counseling Office. The student may also voluntarily attend Saturday School to make up lost hours, and have their form filled out and signed by the supervising adult as detailed above. Only time made up outside of school hours will be counted, and for every one hour of time made up, the student will be credited one hour of time toward their absence total, lowering their absences for the specific class in question by one hour. This process can continue until such time as the student lowers their total absences for the class to 9 unexcused absences for the specific class, thus returning to attendance compliance. Once in compliance with the attendance policy, the student will be granted the grade earned for the specific class in question, and thus can earn credit for the class.

**It is the responsibility of the student and his/her parents to remain aware of individual attendance records and to promptly communicate reasons for absences to the school office to avoid unexcused absences. Attendance records are available to parents/guardians through the Student Information System.**

## **The Importance of Being On-Time To School – Not Being Tardy**

Being on time to class is very important. Students are expected to be in class and ready to learn before the last bell rings. Entering class after the bell rings disrupts the learning process for all students and teachers.

## **When A Student Is Tardy**

If the student is tardy to class by less than ten minutes, the student will go to the class immediately. The teacher has already marked the student absent and will change that to a tardy. If the student is more than ten minutes late, an absence will be recorded. Students who arrive to school after 8:00 a.m. must sign in at the Middle/High School office.

## **Excessive Tardy Procedures (per semester)**

See student disciplinary code

Please note: The Vocational Tech Center has its own attendance policy.