

Attendance and Truancy

The Importance of Regular School Attendance

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 also are helping their children learn to accept responsibility. That's an important lesson for success at school and life. Attendance patterns are formed early in the elementary school years. Children who develop good attendance habits in the early grades will be more likely to continue them throughout their school careers. That's important, because absent students miss out on carefully-planned sequences of instruction. They miss out on active learning experiences and class participation. They miss out on the opportunity to ask questions. They are more likely to fall behind, become frustrated, and are more likely to drop out in high school.

Source: 2005 The Parent Institute, www.parent-institute.com, Notebook on Family Involvement

When a Student is Absent from School

When your child is absent from school, we ask that you call our Attendance Line (628-9441) before 8:45 am., if possible, each day that a child is absent from school.

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.**

School Attendance Procedures

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) 628-9441

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

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, to be considered excused.

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. 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 within 24 hours upon the student's return to school. This form can be found on the Gobles Elementary Web Page.

Excessive Absences Procedures

- 1. After seven unexcused absences-** A letter will be sent home requesting a meeting with the parent/guardian, and the assistant principal/principal. The principal or assistant principal will phone the parent/guardian.
- 2. After ten unexcused absences-** A letter will be sent home requesting a meeting with the parent/guardian, and the assistant principal/principal. The principal or assistant principal will phone the parent/guardian. If there are **ten unexcused absences**, a letter will be sent to the Van Buren County Sheriff's Truancy Officer and a truancy report will be filed. A call will be made to the Van Buren County Sheriff's Truancy Officer.

The Importance of Being on Time to School- Not Being Tardy

Being on time to school is very important for your child to have a proper start to the school day. Teachers generally give announcements, take attendance and lunch counts, review the day's schedule, and begin their lessons during this time. Students are expected to be in their classroom and ready to learn at 8:45, before the bell rings. Arriving after this time makes it difficult for all students and their teachers.

When a Student is Tardy

Students must be signed in at the office by an adult when tardy.

Excused tardies require documentations such as a doctor's note, counselor's note, etc.

Excessive Tardiness Procedures

- 3. After seven unexcused tardies-** A letter will be sent home requesting a meeting with the parent/guardian, and the assistant principal/principal. The principal or assistant principal will phone the parent/guardian.
- 4. After ten unexcused tardies-** A letter will be sent home requesting a meeting with the parent/guardian, and the assistant principal/principal. The principal or assistant principal will phone the parent/guardian. If there are **ten unexcused tardies**, a letter will be sent to the Van Buren County Sheriff's Truancy Officer and a truancy report will be filed. A call will be made to the Van Buren County Sheriff's Truancy Officer.

Research supports the unquestionable link between attendance and student achievement. Students who attend school between 85 and 100 percent of the time pass the state tests in reading and math at much higher rates than students who attend school less than 85 percent of the time. Let's work together to ensure that our students are as successful as possible!