

# GRAND BLANC MIDDLE SCHOOL ATTENDANCE POLICIES & PROCEDURES

## GRAND BLANC ATTENDANCE POLICY

The Grand Blanc Board of Education believes regular school attendance is essential to quality education. Compulsory attendance of all students between the ages of six and sixteen shall be enforced in compliance with the laws of the State of Michigan. Parents who wish to have their children excused while school is in session must call the Attendance Office at 810-591-3598.

## STUDENT ABSENCES

When your child is absent the parent/guardian is expected to call the absence hotline (810-591-4697) by **noon** each day the student is absent. Students receiving an unexcused absence will not get credit for the class activities or assignments missed during the absence. Absences will be recorded on the computer for each class period. An automated call will be sent out each day for unexcused absences and tardiness.

## CHECKING IN/OUT

**ARRIVING:** Students arriving at school after 8:05 a.m. must check in at the office to receive a tardy pass before proceeding to class. When a student comes to school late, a parent will need to check the student in, send a note or call, stating the reason. Medical/dental notes are preferred for appointments.

**LEAVING:** A student checking out during the day **must be signed out** in the office by a parent or person on their emergency contact list. No students will be called out of class until a parent arrives at the school, to minimize the instructional time missed.

**\*\*\*\*MISSING MORE THAN 15 MINUTES OF A CLASS WILL BE CONSIDERED ABSENT FOR THAT CLASS PERIOD\*\*\*\*.**

## TARDINESS

Students who accumulate (4) unexcused tardies in any one class during a given semester will be issued an after-school detention for the fourth and fifth tardy. For each subsequent unexcused tardy, the student's classes will be closed pending the outcome of a parent meeting with the assistant principal or his or her designee.

## ABSENCES & ATTENDANCE AT AFTER SCHOOL EVENTS

To be eligible to practice and/or participate in an athletic event or extracurricular activity, students must be in attendance at least half of the instructional day and must finish the school day unless prior arrangements have been made with the principal.

### **STUDENT ABSENCE FOR VACATION**

Family vacations consisting of three or more days must be accounted for by prior contact between the home and school by using the Family Vacation Request Form. If requesting assigned work during the vacation period, parents must make this request to the teachers five (5) school days in advance of the absence. It should be understood that it will not always be appropriate to assign work prior to instruction. In the event a student will be absent beyond five (5) days, the teacher will not be expected to provide work beyond the fifth day of absence. It is acknowledged that absences beyond five (5) days will be difficult to make-up and may severely compromise the student's academic progress.

### **MAKE-UP SCHOOL WORK**

It is the student's responsibility to make arrangements with their teachers for obtaining and submitting make-up work. Work should be made up within a reasonable time. A rule of thumb is one day grace period for each day absent except in case of family vacations, where a maximum of five (5) days will be permitted for make-up work. During the student's absence you may be able to check online for work. Make-up work can be requested from a parent by email, if the student is to be out 3 or more days (24 hour notice required).

### **FREQUENT ABSENCE OR TARDINESS**

The administration shall make every attempt to notify parents on a consistent basis when students are repeatedly absent from classes. Frequent absences or tardiness in a class, excused or un-excused in nature, may seriously affect the student's progress and credit for that class. Attendance patterns of a student are the responsibility of the parent and the student.

### **STUDENT ABSENCE 7-10-15-20-30 DAYS OF ABSENCES**

Because regular attendance at school is critically important to learning, students who accumulate a total of 30 absences in a school year (excused or un-excused) will face possible retention. An automated call will be sent out for 7 and 10 absences in a class. A letter is automatically sent to parent/guardian after 20 days and 30 days absent in a class. A truancy petition may be filed once a student has been absent 10 days without medical documentation. Students who believe their absences included extenuating circumstances (prolonged health issues, etc.) may appeal their retention to the principal after June 1. The principal's decision will be final.