

## Dollar Bay Tamarack City Area Schools - High & Middle School Attendance/Tardy Policy

### **ATTENDANCE POLICY**

Students are expected to be in attendance on a daily basis. Your attendance records become part of your permanent records. The following policy applies to all students, regardless of age.

There are three basic types of absences:

1. Excused absences are those approved by your parent or guardian, such as for an illness and family vacation. To approve an absence, **your parent/guardian must either call the school on the day of the absence** or the student must bring in a note the morning following the absence. If a note is not received by the office on the first day a student returns the student will be issued an unexcused absence. A note will be accepted the next day. After the second day if a note is not brought in, the absence will be considered unexcused.

Obtain a prearranged absence form if you know of an upcoming event that you will be absent for. This form is available in the principal's office, the prearranged absence form allows your teachers to know when you are expected to be absent and allows them to provide assignments to you that will assist you in making up missed content.

An excused absence allows the student to make up all work missed during the absence and to receive full credit for that work. It is the student's responsibility to get all assignments and to make up all work within the time equal to the time missed.

Each trimester, a student will be allowed eight (8) absences in any class. It is the student's responsibility to request make up work from the teacher and to complete and turn the work in to their teachers in a timely manner.

\*On a student's ninth (9th) absence, the student will be required to achieve at least a C on the final exam to have his/her grade calculated for the trimester. If the student does not attain a C grade on the exam, the student will receive no credit for the course.

**Redemption clause for excused absences:** A student can avoid the requirement to achieve at least a letter grade of a C on the final exam by making up time during a Saturday School session. This option is available to students who have more than eight (8) absences but not more than ten (10) absences. One Saturday School session will count for one day of makeup time. Failure to attend the required number of Saturday School sessions will result in the student being required to achieve at least a letter grade of a C on the trimester exam. Students will have the opportunity to make up (2) absences by attending two of the three offered Saturday Schools.

Any student with more than eight (8) absences will be required to achieve at least a C on the final trimester exam if they fail to make up time during Saturday School. If the student does not attain a letter grade of a C on the trimester exam, the student will not earn credit for the course affected.

Extenuating circumstances may be taken into consideration for such things as extended illness or injury which would then require a written explanation from the doctor explaining the reasons for the absence and the specific dates that the student could not attend school.

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### Attendance Review Committee:

At any time, a student, parent or staff member may request that an attendance review committee be formed to intervene on a student's behalf. This may occur whenever there is concern that a student's lack of attendance is affecting her/his academic performance or there is the possibility of loss of credit due to a student's failure to make up absences. The purpose of the Attendance Review Committee is to review the student absentee record and submit a recommendation to the administrator who serves as the Committee's chairperson. The make up of this committee will include, at a minimum, an administrator and counselor; in addition, the committee may include teacher(s) of the class(es) in question, and/or relevant, contact people from outside agencies such as probate court. Request for an Attendance Review Committee may be made through the main office.

2. Unexcused absences will be issued for the following reasons.
  - a. Absences not excused by the parent or guardian.
  - b. Any time you leave the building for appointments or you are feeling ill you must get permission from the office before you leave. If you leave the building during the school day without permission from the office, you will be considered unexcused for that time. This includes leaving school without permission during lunch time and not returning to school for afternoon classes.
  - c. If you are in the building but fail to report to class, you will be considered unexcused for that class.
  - d. If you are more than ten minutes late for a class without a valid pass, it will be counted as an unexcused absence.
  - e. A student must be in class a minimum of 67 minutes to be considered present.
  
3. Sanctioned absences are those when you are not in a class because you are participating in an authorized school activity or function. A sanctioned absence from class is available only for school-sponsored activities. There is no penalty for sanctioned absences and is not counted toward the eight (8) allowable absences per trimester.

### **TARDY POLICY**

In order for classes to begin on time and use the full period of instruction, all students are expected to be in their scheduled classes on time. A tardy is when the student is not present in the room when the bell rings to start class. Students are permitted to have two tardies per marking period before any disciplinary action is taken.

\*The first three tardies in a class will be handled by the classroom teacher. On the fourth tardy and any additional tardies the student will receive a noon detention for that day or the next day. Noon detentions will be held by teachers in their classroom on a rotating basis. If a student does not attend an assigned noon detention further disciplinary action will be taken. If a student demonstrates persistent tardiness, additional disciplinary measures may be handed down which may include morning detentions, Saturday School and possible suspensions.

If a teacher detains a student or is the cause of the student being late for the next class the teacher will issue a pass to that student and no tardy will be noted.