

ATTENDANCE POLICIES AND PROCEDURES

Cole Academy's Philosophy

The staff members of Cole Academy are dedicated to presenting a quality educational opportunity for your child. We provide a variety of lessons, projects and experiences to guide your child through learning experiences. Regular and punctual attendance is essential for your child to achieve his/her best potential. Absences and tardiness interfere with your child's education and the classroom's learning environment.

Compulsory School Law

Michigan School Code section 380.1561 states, in part, “. . . every parent, guardian, or other person in this state having control and charge of a child from the age of 6 to the child's sixteenth birthday shall send that child to a public school during the entire school year. The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled.” Violation of the truancy statute requires school personnel to issue complaints against the student's parent or legal guardian.

Cole Academy Attendance Policies.

- A student's parent/legal guardian must contact Cole Academy as soon as possible, but no later than 48 hours following the student's absence to explain the reason for absence. If the school is not notified during that time, the absence will be classified as an unexcused absence.
- Additional time may be allowed due to extenuating circumstances, but additional documentation will be required, e.g. a doctor's note.
- Any tests or assignments given during an unexcused absence can not be made up for grades but may be made up to help students catch up.
- For excused absences tests and assignments can be made up within a reasonable time period. It is the parent's and/or student's responsibility to inquire with the teacher about this work.

Attendance Procedures

Unexcused Absences

- We will call after every unexcused absence. Please make sure your contact information is current. We need at least two phone numbers where you or an emergency contact person can be reached. If we cannot contact you due to disconnected or changed phone numbers, notification for correction will be put in your child's parent cubbie and must be returned within two days of your child's return to school.
- **Each school year**—after three unexcused absences, the school will send you a letter encouraging good attendance
- **Each school year**—after five unexcused absences, Cole Academy will send you a letter to schedule a mandatory meeting at the school. At this meeting we will be discussing ways to ensure your child's regular attendance. Failure to attend this meeting may result in Cole Academy referring you and your child to the School Truancy officer, probate court or other actions as deemed appropriate.
- **Each school year**—Only ten unexcused absences will be allowed each school year. More than ten in one year may result in Cole Academy referring to the School Truancy officer, probate court or other actions as deemed appropriate.

Excused Absences

- **Each marking period**-- after three excused absences, the school will send you a letter encouraging good attendance
- **Each marking period**-- after five excused absences, Cole Academy will send you a letter to schedule a meeting at the school. At this meeting we will be discussing ways to ensure your child's regular attendance. Even though illness or extenuating circumstances are the reason for the excessive absences, your child is still missing out on his/her education
- **Each marking period**—after five excused absences, official documentation, such as a doctor's note, a copy of the encounter form or obituary, will be required to be able to classify an absence as excused.
- **Each school year**—Only fifteen excused absences or combination of excused and unexcused absences will be allowed each school year. More than fifteen excused/unexcused absences in one year may result in Cole Academy referring to the School Truancy officer, probate court or other actions as deemed appropriate.

The following absences shall be excused

1. Illness as defined by school policy such as fever, diarrhea, vomiting, contagious skin or eye infections or hospitalization. Parent or guardian for the first 5 absences per marking period can verify these illnesses. After five absences or for prolonged illness, the school will request a written corroborative statement from a physician. Forms for this are available in the office or the doctor may write a note for the absence, and when the child can return to

school, on the doctor's own stationary. If your child may return to school but has restrictions of activities, the doctor must write when those restrictions will end

2. Child sent home from school due to illness.
3. Serious illness or an emergency in the family as verified by parent or guardian for the first five absences. After five absences per marking period, the school may request other corroborative statements.
4. Any illness lasting more than two days will be counted as one excused absence as long as the student makes up all work in a timely manner and parent brings in a doctor's note.
5. Death in the family, immediate, grandparents, great grandparents, aunts, uncles or first cousins. This as verified by parent or guardian for the first five absences. Up to three days will be counted as one absence if the student makes up all work in a timely manner and the parent brings in corroborative statements.
6. Prearranged absences with prior building administrator approval, as long as it does not make the total absence for the marking period over five for the marking period or 15 for the year. The student is responsible for all work missed.
7. Professional appointments that cannot be scheduled before or after school. Documentation of these appointments could be an appointment card, a note from the doctor, a copy of the doctor's encounter form or other written corroborative statements.
8. Other absences may be excused with Cole Academy Board approval. Proper forms are available in the office (or building administrator

Tardy / Early Dismissal Policy

School starts at 8:15. Any child not in his/her classroom will be considered tardy.

- We strongly recommend that activities resulting in a student's absence be confined to times when school is not in session. School is in session from 8:15 in the morning until 3:30 in the afternoon. That means that a child must be in the classroom during those times.
- After 8:15 no child will be admitted to class without a tardy slip from the office. It is the parent/guardian's responsibility to come into the school and sign your child in if he/she cannot reach his/her classroom by 8:15.
- The classroom teacher and the office will keep track of times tardy. When your child has five tardies, you will receive a letter reminding you of the importance of your child participating in school the entire day and being in class on time.
- Excessive tardies may result in Cole Academy referring to the School Truancy officer, probate court or other actions as deemed appropriate.

Tardy and Early Dismissal Procedures

1. You will be sent a notice in your child's parent cubbie if you do not sign you child in or out.
2. After five failures to sign your child in or out, you will be sent a letter reminding you of Cole's Policy

Please sign the acknowledgement below and return just that portion to the school within a week. Keep the policy for future reference.

I have received a copy of Cole Academy's Attendance Policies.

Student's name _____

Parent's name _____

Parent's signature _____

Date _____