Attendance Policy and Procedures:

Gaines Elementary School

989-271-8329 or 810-591-1075

If your child is absent from school, please call our school office in order for us to inform the teacher before the school day begins and for safety reasons. You may call our attendance line anytime, day or night, at 810-591-1075 or 810-271-8329. However, in order to officially excuse your child's absence you must send a note to the school office.

It is the policy of the Swartz Creek Community Schools that when students return to school after an absence they must bring a written excuse signed by the parent. The written excuse must (1) state the reason for the absence and (2) be turned into the office when the student returns to school.

Students who do not present the written excuse from a parent will be marked as an UNEXCUSED ABSENCE in the school records. Students with a note will be marked as EXCUSED.

Please refer to the entire attendance policy by reading pages 46-49 in the 2010-2011 Student Handbook. Absences will be closely monitored and an established number of absences will be allowed. Absences in excess of those numbers may result in a referral to the GISD Attendance Officer, FIA Child Protective Services, or Genesee County Family Court.

POLICY DETAILS

Absences may be excused for the following reasons:

- **Personal illness**
- **Illness in the family**
- **Quarantine of the home**
- **Religious holidays**
- **Professional appointments**

<u>Consequences</u> of excessive excused absences:

- **Six days of excused absences in a marking period results in a letter sent to the parents**
- **More than six days of excused absences in a marking period requires a mandatory meeting with the principal. Documentation of the illness from a physician will be required.**
- **Absences in excess of 15% of the overall days that school has been in session will result in a warning letter to parents.**
- **Absences of more than 15% may be referred to the Courts, Child Protective Services, or the GISD Attendance Officer**

<u>Unexcused absences</u> (an absence from school without legitimate written excuse from a parent means "truant" according to the laws of the State)

- **First letter goes to parents with three days of unexcused absence in one marking period**
- **Second letter goes to parents with five days and a mandatory meeting is scheduled. Medical documentation may be required for students who are frequently absent due to illness.**
- **10 or more unexcused absences will result in a warning that further absences may result in a referral to the courts.**

<u>Tardy</u> to class

- **Four tardies will equal one unexcused absence. A letter will be sent to the parents who will be invited to the school to talk about excessive tardiness.**
- **Further problems may be referred to Family Court**