

Attendance: Notice of Absence to School

We cannot stress too greatly the importance of your child being in school everyday and on time, if he/she is to achieve the greatest success in his/her work. Regular attendance is expected of all students. It is impossible to completely make up everything that is missed. A typical school day is filled with learning that is not limited to books: i.e. group projects, discussion, lab work and project work. Paperwork can be made up, but the valuable learning opportunities cannot. That being said, when children are sick, they should stay home from school.

If your child will be absent or tardy, please call (586-3284) or email the attendance secretary (attendance@schoolcraft.org) before 9:00 am. Absences will only be excused within two days of the absence. If a student has missed three consecutive days due to illness, parents must provide a Doctor's note in order for the absences to be excused. It is the parent's responsibility to contact the school in order to excuse any absence. If no contact is made, the absence is automatically recorded as an unexcused absence.

If a student has 5 absences during a semester, contact is made with parents either through a letter or phone call. If a student reaches 10 absences during a semester, a meeting will be scheduled with the parent, teacher and director to discuss an action plan to improve attendance. If a student reaches 15 absences in a school year, a meeting will be scheduled with the parent, teacher, and director to consider whether retention is necessary due to poor attendance. If attendance continues to be an issue, we are obligated to contact agencies including, but not limited to: Department of Human Services, County Attorney, Public Health, and Juvenile Court Services. Please keep in mind that the state requires us to report on students who have more than 7 unexcused absences, and they would call this level of absenteeism 'chronically absent' or 'truant.'

Other consequences may result from absences, including loss of privileges or opportunities to attend class trips or other activities, depending on how much class work may be missing.

Tardy

Please make every attempt to have your child at school on time. **Classes begin at 8:50 A.M. This means your child should be in their classroom before that time, not just getting dropped off at Paris.** *Every student that arrives late to school must be checked in at the office by a parent/guardian.* Students arriving at school from 8:51 a.m. – 11:00 a.m. will be recorded as tardy. Students arriving after 11:00 a.m. will be counted absent for ½ a day. **Three unexcused tardies will equal 1 unexcused absence. Please notify the school by 9:00 am if your child will be late for lunch planning. It is not acceptable to just drop your child off late and not notify an adult. This is for your child's safety and our awareness that your child is on campus.**