

# ATTENDANCE / TARDINESS

## Attendance

- When your son/daughter is absent, you must call the attendance office at 723-3199 **within 48 hours of the absence** in order for it to be excused. Otherwise, the absence will be unexcused.
- The school policy on attendance states that students are allowed no more than 15 excused and unexcused absences in a class per semester before they lose credit in that class. Parents will be notified of the student's attendance status by the attendance office in the following manner:
  - Upon accumulating **five, ten, and/or 15** unexcused absences in any one class, an emailed message will be sent to the parents or guardians of the student informing them that their student may lose credit if he/she exceeds 15 excused and unexcused absences in any one class.
  - After accumulating the **14<sup>th</sup>** unexcused absence, an in-school suspension (ISS) may also be assigned.
  - Upon accumulating **more than 15** excused and/or unexcused absences in any one class, the parents or guardians will be notified that their child has lost credit in that specific course.
  - Absences coded as a funeral, medical, court, religious observance, or suspension are not tallied in this number.
- Each day that a student is marked unexcused, an automated call will be directed toward the parents' or guardians' phone number(s) that CV9 has on file.

## Early Dismissal Procedure

If you wish to have your student dismissed during the school day, you may call the 9<sup>th</sup> Grade Center attendance hotline at 586-723-3199, either the night before or that morning, and leave a message with your student's name (please spell) and the time you wish your child to be dismissed from school. Please have your child go to the main office and pick up his/her pass in the morning, between classes or at lunchtime. Your student can then leave school at the designated time that is written on the pass and meet you outside at the main entrance; you do not have to come into the school. If there is an urgent, unscheduled dismissal, please contact the school's office and give them the above information. An office staff member will deliver a pass to your child.

## Tardiness

Parents will be notified via email of any assigned after-school detentions due to their child's established pattern of tardiness to any one class. If the problem persists, students may receive an in-school suspension. In the event of an in-school suspension, parents will be notified by phone.

## Medical

A medical absence requires a physician's note that specifies the extreme illness, disabling accident, or communicable disease, and the note must specify the dates that the student is incapacitated. Documentation **MUST** be given to the attendance office within **48 hours** of the student's return.