

Battle Creek Public Schools Attendance Procedures

Battle Creek Public Schools recognizes that there is a direct and substantial correlation between school attendance and academic achievement. We believe that classroom attendance is an important element in the learning experience. The purpose of attendance procedures and guidelines are to maximize the classroom instructional time so that all students experience academic success and to eliminate the disruption that tardiness and truancy can cause in the classroom learning environment. It is our goal to work with students, families and communities to support regular school attendance and improve academic achievement.

It's the Law!

The law in Michigan governing compulsory attendance requires a parent, legal guardian, or other person having control or charge of a child age six to sixteen, shall send that child to school during the entire school year. Beginning with the class of 2016, the age for student compulsory attendance is eighteen (18) years of age.

Attendance Guidelines

Students are expected to be in attendance all day, each school day. It is the parents' responsibility to see that regular attendance is maintained. Battle Creek Public Schools understands that a student may have circumstances that cause him/her to miss school; therefore Battle Creek Public Schools has established guidelines for absences.

Tardy:

It is vital that students arrive to school on time. Some of the most important information and communication takes place at the of start class. Students who arrive in class after the specified start time without a pass from a school official are considered tardy.

Early Out:

Leaving the classroom earlier than the scheduled dismissal time is also disruptive to the classroom and to the student's learning. Students will be considered to have an "early out" absence when;

- a.) Elementary Students arriving to school and then leaving the classroom anytime before lunch will be considered to have an "early out" tardy/absence for the morning. Any student leaving the classroom, after lunch and anytime before the end of the school day, will be considered to have an "early out" tardy/absence for the afternoon
- b.) Secondary students arriving to class and then leaving anytime before the end of the class period, will be considered to have an "early out" tardy/absence.

Unexcused Absence:

Student is absent without notice by parent/guardian or the reason for the absence is not included in the “excused absence” reasons listed below.

Students will also be considered absent if they enter the classroom beyond the threshold of being considered tardy;

- c.) Elementary Students entering classroom after 10:00am will be considered absent for the morning and entering the classroom after 2:00pm will be considered absent for the afternoon
- d.) Secondary students entering class 15 minutes after the start of class will be considered absent.

Excused Absence:

Parent/guardian has notified the school as to the reason and length of time the student will not be attending for the following reasons:

- 1.) Illness
- 2.) Recovery from an accident
- 3.) Required Court Appearance
- 4.) Professional Appointments
- 5.) Death in the immediate family
- 6.) Observation or celebration of a bona fide religious holiday
- 7.) Such other as deemed by the superintendent

Vacations are not an excused absence. The principal may issue an exception in extraordinary circumstances.

It is the student’s/parent’s responsibility to gather any assignments they will be missing. We ask that you try to schedule appointments and vacations during the times that school is not in session.

A physician’s note is REQUIRED if a student is absent 3 days or more, due to illness or health related issues.

The school will only accept notification of an excused absence up to 3 days after the student has been absent.

Excessive tardiness and absences of any type could result in disciplinary action and/or may lead to legal action for the parents/guardians and the student.

Truancy

Effective and quality education requires regular attendance. Lack of attendance disrupts learning. The Calhoun Intermediate School District along with the Battle Creek Public Schools will take part in collaborative effort to help students who are not regularly attending school.

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Elementary Students

5 absences: A letter from the school will be sent to the parents/guardians informing them of the number of absences their child has accumulated.

10 absences: A second letter will be sent to the parent/guardian by mail informing them of the number of absences their child has accumulated. This letter will also serve as notification that if the student's attendance does not become regular the school will file truancy with the Calhoun County Truancy Officer. The letter will ask the parent/guardian to contact the school immediately. A meeting with the parents/guardians may be required.

15 absences: 15 absences in a school year are considered extremely excessive as the absences could have an impact on the student's learning. A third letter will be sent to the parent/guardian by mail informing them of the number of absences their child has accumulated. This letter will also serve as notification that the excessive absences will result in a referral to the Calhoun County Truancy Officer. The letter will ask the parent/guardian to contact the school immediately. A meeting with the parents/guardians will be required.

Secondary Students:

5 absences (35 class periods): A letter from the school will be sent to the parents/guardians informing them of the number of absences their child has accumulated.

10 absences (70 class periods): A second letter will be sent to the parent/guardian by mail informing them of the number of absences their child has accumulated. This letter will also serve as notification that if the student's attendance does not become regular the school will file truancy with the Calhoun County Truancy Officer. The letter will ask the parent/guardian to contact the school immediately. A meeting with the parents/guardians may be required.

15 absences (105 class periods): 15 absences in a school year are considered extremely excessive as the absences could have an impact on the student's learning. A third letter will be sent to the parent/guardian by mail informing them of the number of absences their child has accumulated. This letter will also serve as notification that the excessive absences will be reported to the Calhoun County Truancy Officer. The letter will ask the parent/guardian to contact the school immediately. A meeting with the parents/guardians will be required.

Excessive tardiness, early outs or excused absences will follow the same guidelines and process as above.

If there is a history of truancy while the student has been attending Battle Creek Public Schools or any other school district, communication to the parent may begin sooner than what is listed above.

Pick-up and Drop-off

Drop Off

Students who are walking or being dropped off shall not arrive to school prior to fifteen minutes before school begins. There is no supervision at the school and early arrival is a safety concern.

Students who are late should stop in the school office or at the Bearcat Watch station (at the high school only) and sign in to receive a pass before arriving to class. If parents/visitors are wishing to take their students to their classroom, that is at the discretion of the building, however each parent/visitor will need a visitors pass before escorting their student anywhere in the building outside of the school office.

Pick Up

Students should be picked up promptly from school. Parents and those picking up students from school are asked to be very sensitive to the extra burden placed on the school when students need to be supervised after the pick-up time. Late pick-up also poses a safety concern.

Students who are late will need to check in at the school office and sign in to receive a pass before arriving to class. If parents are wishing to take their students to their classroom, that will only be with the approval and discretion of the building administrator. Each parent will need to sign in and/or receive a visitor's pass before escorting their student anywhere in the building outside of the school office.

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