

Countryside Academy

Attendance Policy

Regular attendance is necessary if students are to reach their full academic and social potential. Under Michigan Law, attendance for school-aged child is compulsory (MCL 380.1571 – 380.1599). Countryside Academy requires students to be present each day school is in session. Failure to do so may result in a student failing one or more classes or may prevent the student from being promoted to the next grade. This policy will be revisited annually and necessary modifications may be made.

For the purposes of this policy, students' attendance will be recorded each day as one of the following:

Grades Young 5's – 5

Tardy – A student arriving after reporting time of 8:45 but not later than 9:15; a student leaving prior to dismissal time of 4:00, but not earlier than 3:30. Each tardy counts as ¼ day absence, accumulated and counted toward absences.

Absent – Not reporting for scheduled school days or required school functions; arriving more than 30 minutes late for school, leaving more than 30 minutes before dismissal time.

Excused – See below, "K-12 Excused"

Present – Attending school and classes during the required time.

Any student who is absent (unexcused) more than **sixteen (16) days per school year** may not be promoted to the next grade level the following year.

Grades 6-12

Tardy – Arriving to a class after the designated start time, by no more than 10 minutes. Not prepared to begin class or school activities at the teacher's instruction to do so. Two (2) tardies counts as one absence.

Absent – Not reporting for school or class, arriving more than 10 minutes late for any class or required school function. Leaving from school 10 minutes before dismissal time, leaving any class or required function 10 minutes before dismissal time.






Excused – See below, "K-12 Excused"

Present – Attending school and classes during the required time.

Any student who is absent (unexcused) more than **eight (8) days per semester** may not receive credit for that class and may only receive credit for that class by repeating it.

Excused K-12

Being absent because of one of the following reasons:

-  Student is seeking or has sought medical attention by a physician, dentist, psychiatrist, or professional counselor, only when verified by a doctor's note, or notification by phone, fax, or e-mail to school authorities from a medical professional.
-  Death within the student's family, or close associate or friend; verified by newspaper obituary, funeral card, or parent/guardian contact with school authorities. 3 days of absences will be allotted for the death of an immediate family member; 1 day absence will be allotted for all other family/friend deaths.
-  Family or religious holidays when advance notice is given to school staff.
-  Required court attendance.
-  When sent home by school administration, except for discipline reasons.

Countryside Academy

Head Lice K-12

Excused absences for head lice are limited to two (2) incidents per year, two (2) days per incident. (Total of 4 days)

Vacation K-12

Excused absences for vacation are limited to three (3) days per school year. Vacation days must be pre-approved.

Countryside Academy has regular school hours in which instruction is available to its students. This is the appropriate time that students need to be present. All assigned work shall be completed by the students. Teaching staff shall require students to complete late assignments in a timely manner. Partial credit may be given for late assignments. The Administrator shall set guidelines for completion of late assignments.

The administration of Countryside Academy will comply with Michigan Law in regards to student attendance. Cases of nonattendance will be pursued by the truancy liaison. Parents will be informed, by written letter, when a student has 6 or more unexcused absences. When a child has missed over 15 days, the parents will be informed again with a final truancy notice. If the student's attendance does not improve, the truancy liaison will be left with no other alternative but to turn the nonattendance case over to Berrien RESA's Truancy Officer. If Berrien RESA's Truancy Officer finds a case of "chronic absenteeism", the parent will receive a certified letter of "Non-Attendance" requiring the parent to send their child to school every day. A child is considered "chronically absent" when they have missed more than 10% of their enrolled school days.) The Truancy officer will be notified, by the truancy liaison, of any subsequent unexcused absences after that date. If a parent/guardian fails to comply with the notice, a complaint will be filed (by the Berrien RESA Truancy Officer) in the proper court for educational neglect (MCL380.157 – 380.1599).

Participation in Class

Teachers routinely give students credit for active participation in class (participation grade) as per the Academic Policy. Students must be present to receive this grade. Students who are not present can expect to lose this portion of their grade due to being absent or excused. Class participation corresponds with the Academic Policy. This Academic Policy states that 1. Students will come to class prepared to learn, 2. Students will remain alert, focused, and active participants in class, 3. Students will complete and turn in all assigned work on time, 4. Students will demonstrate their maximum effort, and 5. Students will take full advantages of available academic resources.

Appeals Committee

Parents of students that have not been promoted or have failed a course due to being absent, may appeal to the Administrator or designee. The Administrator or designee shall make a determination in each case and will report to the Board of Directors periodically concerning their determinations.

Parent/Student Notification

Before any student is enrolled (or re-enrolled) in Countryside Academy, both student and parent/guardian will be required to sign a form ("Acknowledgement") indicating that they have read and understand this policy. This notification will be the responsibility of the Administrator.

Updated 3/7/18