

NEW SWARTZ CREEK SCHOOLS ATTENDANCE POLICY

The Swartz Creek Schools have a new attendance policy. For our Dieck Elementary students, as always, we ask that parents call or email by 9:00 a.m. on days that students are absent. *This is for student safety.* If parents have not called our office at **591-5260 or emailed pjcline@swcrk.org** by 9:00 a.m., then we start trying to reach parents by phone to alert them that their child is absent.

The new Swartz Creek School District attendance policies and procedures are listed in the student handbook on pages 46-48,54. We are including a summary of the most important information on this page for your convenience. *We want to work with our parents to make sure that students are in school, on time, as much as possible. Excessive absence from school or tardiness to school has a significant and negative impact on learning and achievement.*

- **When a student has unexcused absences, the following actions will take place:**
 - ❑ 3 unexcused absences – letter sent home and phone calls made from office staff.
 - ❑ 5 unexcused absences – letter and phone call from building principal
 - ❑ 10 unexcused absences – mandatory meeting with outside support agencies
 - ❑ More than 10 unexcused absences – GISD Attendance Liaison Officer is called to arrange a school-based mediation that parents and student are required to attend.

Any additional unexcused absences beyond the mediation will result in filing of a referral to the courts

- **Please note that a student needs to be in class at 8:40 a.m. to be on time.**
 - ❑ Four (4) tardies equals one unexcused absence for attendance purposes, and factors into the number of unexcused absences as explained above.
- **When a student has a combination of excused and/or unexcused absences will take place:**
 - ❑ 8 absences – letter sent home
 - ❑ 11 absences – mandatory meeting with school staff and parents.
- **A doctor's note will be needed if child:**
 - ❑ is frequently absent due to illness.
 - ❑ 20 or more absences in a school year – a referral will be filed with the courts