

Attendance and Student Success

UCS has created a series of services and policies that support student learning. Good attendance and participation are essential to taking advantage of the opportunities offered students in UCS.

Attendance

Regular attendance, being on time, and active participation in class contribute to student success. Families are encouraged to make attending school a priority by promoting good health, planning medical and dental appointments outside of scheduled class time and taking vacations on days when school is not in session.

Report an Absence

When a student is going to be absent, parents/guardians should report the absence before the school day begins. Calls to the attendance line can be made 24 hours a day, seven days a week and will be received by an answering machine during non-school hours.

The following reasons for an absence will be accepted as an excused absence: student illness, hospitalization, doctor ordered bed rest, mandatory court appearance that has been pre-arranged, death in the immediate family, family vacation that has been pre-arranged and approved, medical appointments and administrative permission. All other absences will be marked unexcused. Documentation or other verification may be required to establish an excused absence.

Parents/Guardians will be notified of unexcused absences either by a staff member or automated phone system. If the absence is due to one of the reasons in the excused list, the parent/ guardian has until the end of the next school day to correct an absence. Be aware that a secondary student with an unexcused absence may lose participation points or be given a zero on the day's assignment.

Illness During the School Day

A student who becomes ill during the regular school day must report to the school office. The school will use the student's emergency information in PowerSchool to attempt to notify you if he or she becomes ill during the day; therefore, it is vital that parents/guardians keep the emergency information updated in PowerSchool.

ATTENDANCE

Early Dismissal

A student must remain in school until the end of the school day or permission for an early dismissal has been gained from the school office. If it becomes necessary for a student to leave the building during the school day, please conform to the following:

- Notify the office by phone or note beforehand of the reason for and time of dismissal.
- At the designated time, the parent/guardian or other person designated on the student's emergency contact designee must come into the office to sign the student out of school.
- All adults must be prepared to show photo ID.
- The student will be called out of class when the parent or emergency contact designee arrives.

Please avoid scheduling appointments during standardized testing assessments, such as M-STEP testing, unless necessary. Parents will be notified before testing windows.

Pre-Arranged Absences

Absence for family travel during scheduled school days is discouraged. However, should family travel be necessary, parents/guardians must submit a written request to the principal for a pre-excused absence at least one week in advance. Family travel requests of more than ten days in a semester will not be approved for excusal.

For approved pre-arranged absences, students and/or their parents/guardians should discuss with the classroom teacher(s) the missed work expectation. At the secondary level, work may be due immediately upon return from vacation or family travel.

Absence and Missed Work

When absent from a class, a student should arrange make-up work. Except for pre-arranged absences where work may be due upon return, students will be given at least the same amount of time to complete the work missed as the amount they are absent.

ATTENDANCE

Absence and Missed Work (Continued)

Homework requests may be made for an absence of two or more days in the case of both excused and pre-excused absences. Homework requests require 24 hours to process. Arrangements to complete classroom assignments can be made with the teacher.

If a student will be absent for ten or more consecutive days due to a physical disability or illness, parents/guardians can arrange for home study through the school principal.

Notify School of Changes in Contact Information

To facilitate communication between school and home involving attendance, please make sure your contact information is up to date in PowerSchool.

ELEMENTARY

Daily Arrival

General supervision begins 10 minutes before the start of school. Students should not come to school before that time unless enrolled in School Age Child Care (SACC). If a student arrives late to school, the parent must accompany the student into the office, and the student must be signed in before he or she can go to class.

Daily Dismissal

Students are expected to be picked up promptly at dismissal time, unless they are involved in a parent-authorized, supervised activity or enrolled in School Age Child Care (SACC).

Suspensions – If a student has been suspended from school, that student will be expected to make up missed work and tests, without a reduction in the grade/score earned.

Attendance Concerns

When a teacher and/or the school office recognizes that an attendance / tardiness problem is developing, a personal contact by the teacher (or other appropriate personnel) may be made to the parent/guardian.

After the 10th absence, the parent will receive written communication from the principal.

ATTENDANCE

Attendance Concerns (Continued)

After the 15th absence, there will be a parent/principal conference. In addition, the parent will receive written communication from the principal.

After the 20th absence, the parent will receive written communication from the principal. School personnel may initiate a truancy referral to Macomb ISD.

Additional interventions may be utilized to address chronic absenteeism. In the event that a child is absent due to chronic health problems or hospitalization as verified by a physician's note, the principal will handle each situation on a case by case basis.

JUNIOR HIGH SCHOOL

Help Your Student Avoid Excessive Absences

"Excessive absences" is defined as more than 10 in a semester. Please be aware that excessive absences can negatively impact learning and possibly lead to a truancy referral. Establishing good attendance habits in 7th and 8th grade will help students academically as they start high school classes in 9th grade.

Excessive Absences

The school will notify the parent/guardian about excessive absences in the following ways:

- Absences are recorded daily by the teacher and/or attendance secretary at each school. When an absence is not excused, an automated phone call will be made to the primary contact number as listed in PowerSchool. A parent/guardian is responsible for notifying the school office if this phone number or any other contact information changes. A parent/guardian will have until the end of the next school day to correct any errors in attendance.
- Students and parents are responsible to track and review student attendance in PowerSchool on a regular basis to monitor student attendance.
- When a student has accumulated between seven and 10 absences* in any one class per semester, the student's assistant principal will meet with the student. The assistant principal may use this opportunity to warn the student about any class that has five absences or more. A letter signed by the student and assistant principal will be scanned and emailed home (sent United States mail if no email address on file).

ATTENDANCE

Excessive Absences (Continued)

- When a student has accumulated 11 absences* in any one class over the course of a semester, a letter will be sent via email (or U.S. mail if no email address on file) stating that the student's absences have become excessive, which may result in a referral to a truancy officer.
*The following absences will be exempt from this absence total: school approved absences (field trip, student government activity, etc.), death/ funeral of an immediate family member (mother, father, brother or sister), court appearance when documentation is submitted, suspensions, and absences where a parent/guardian has submitted medical documentation supporting the absence within five school days of the absence will not be considered in these totals. Chronic medical conditions can be reflected in a doctor's note indicating the student has an ongoing medical condition that can cause them to be absent from school.
- Between 14 and 16 absences: the assistant principal will call home to discuss the excessive absences.
- Twenty unexcused absences will initiate a referral for truancy.

HIGH SCHOOL

High school attendance rules start in the 9th grade **even if 9th grade is in junior high school**. Under the guidance of their parents/guardians, 9th to 12th graders take on more responsibility when it comes to attendance. Along with this greater responsibility comes more opportunities for educational activities outside the classroom during the school day. Students are expected to maintain the balance between good class attendance and these education opportunities. They need to be aware of their attendance and the fact that excessive absences can lead to a student being placed on Credit Review.

When taking advantage of opportunities that would cause a student to miss class, the student is responsible for arranging in advance the absence. While students are asked to arrange outside activities outside of school hours, students with approval of their parent/guardian should obtain permission from the office for these out of school activities. For in-school activities, students should obtain permission in advance from the teacher whose class will be missed in advance of the activity and arrange make up work according to the teacher's expectations. Absences from class for approved school-related activities will not count in a student's overall attendance.

ATTENDANCE

High School (Continued)

Students should monitor their attendance in PowerSchool daily. Students should take steps to correct any errors including notifying their parents/guardians when an absence was not called in to the attendance line.

Credit Review Definition

Credit Review is a process designed to decrease chronic absenteeism in a restorative way. Chronic absenteeism is defined as having more than ten (parent excused, unexcused, or truant) absences per class period each semester. For the purposes of the Credit Review every three tardies will count as one unexcused absence. Students who do not take advantage of the restorative nature of credit review will receive an F in any class for which they lost credit due to excessive absenteeism.

Credit Review Notification and Restoration of Credit Process

- Absences are recorded daily by the teacher and/or attendance secretary at each school. When an absence is not excused, an automated phone call will be made to the primary contact number as listed in PowerSchool. A parent/guardian is responsible for notifying the school office if this phone number or any other contact information changes. A parent/guardian will have until the end of the next school day to correct any errors in attendance.
- Students and parents are responsible to track and review student attendance in PowerSchool on a regular basis to monitor student attendance.

When a student has accumulated between seven and 10 absences* in any one class (in the case of GLK-UAIS, in any one block) per semester, the student's assistant/associate principal will meet with the student. The assistant/associate principal may use this opportunity to warn for any class that is at five absences or more (the warning should be added to the letter that will be sent home, there may not be an additional meeting when the student reaches seven to 10 absences in those classes). A letter from the assistant/associate principal will be emailed home (mailed in the case of no email address on file).

ATTENDANCE

Credit Review Notification and Restoration of Credit Process (Continued)

- When a student has accumulated 11 absences* in any one class over the course of a semester, the student will be notified in a meeting with an assistant/associate principal that they have lost credit in that class and that they are placed on an attendance contract to earn the credit back. There are two parts to a contract. First, the student must pass the class with a D- or higher. Second, the student will show improvement in attendance in ALL classes. Improvement is determined on a sliding scale which allows for 1 absence for every three weeks (rounded up) left in the semester for each class. For the purpose of this contract, absences* include excused, unexcused, truant, and the three tardy rule (every three tardies equals an absences). At the meeting, the assistant/associate principal may place a student on an attendance contract for any class the student has been previously warned about but has yet to reach eleven absences. The contract will be the same as described above with the addition of the number of absences short of eleven being added to the number determined on the sliding scale. Following the meeting a letter will be sent via email to the parent/guardian (or United States mail should no email be on file) stating the student has lost credit and been placed on an attendance contract to earn the credit back (as well as notifying parent/guardian of any other contracts discussed).
- *The following absences will be exempt from this absence total: school-approved absences (field trip, student government activity, etc.), death/funeral of an immediate family member (mother, father, brother or sister), court appearance when documentation is submitted, suspensions, and absences where a parent/guardian has submitted medical documentation supporting the absence within five (5) school days of the absence will not be considered in these totals. Chronic medical conditions can be reflected in a doctor's note indicating the student has an ongoing medical condition that can cause them to be absent from school.
- Students who fail to meet the attendance contract will be given a semester grade of an F. If the failure to meet the contract was due to the student failing the class, the credit is lost, and the student may need to make it up in credit recovery. If the student passed the class and the failure was due to excessive absences, the student can request to test out following district test out rules to have the F restored to a grade and thus credit earned. If the subject area does not have a test out option, a score of 77% on the course exam or better will earn the student a grade and credit back. A student who fails to do a test out or fails to meet the 77% requirement will receive an F as the final grade in the permanent record.

ATTENDANCE

- Students (if 18 or over) and/or their parents/guardians may appeal a loss of credit due to extensive absences by requesting a conference with the assistant/associate principal within ten days of the student being notified of the loss of credit and being placed on an attendance contract. The purpose of the conference is for evidence to be presented that would show the assistant/associate principal that the student did not really exceed the ten-absence limit or that the student/parent/guardian never received fair warning of the pending loss of credit. The assistant/associate will review the evidence and either restore the credit or uphold the loss of credit. The assistant/associate principal's decision is final and there is no further appeal.

ALL SECONDARY SCHOOLS

Unexcused Absences and Suspensions

- I. Upon evidence that a student has an unexcused absence to a class, that student will:
 - A. Not receive participation credit for that day.
 - B. Not be permitted to make up missed work.
- II. Upon evidence that a student has an unexcused tardy to a class, that student will:
 - A. Not receive a portion of their participation credit for that day.
 - B. Not be permitted to make up work missed.
- III. Upon evidence that a student has been suspended from a class, that student will:
 - A. Not receive participation credit for that day.
 - B. Be permitted to make up missed work for full credit.
 - C. Be allowed to take the semester final exam for full credit.