

## Avondale Middle School Attendance Policies

### Attendance Office Secretary

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(248) 537-6303

**Please report all absences to the 24-Hour Attendance Line – (248) 537-6310**

### Avondale Middle School Attendance & Homework Policies

#### Absence & Illness

Punctual and regular attendance are essential for a student to do well in school. If an absence is necessary, parents should call our attendance number (248-537-6310), between 6:30 and 8:30 a.m., or the night before, and give a reason for their child's absence. It is the responsibility of the parent to contact the school in the event of any absence from any portion of the school day. If parents are unable to contact the school, the student should bring a note from the parent stating the reason for the absence. **Arriving late to school on a regular basis (tardy to the Advisory Period) is considered an attendance problem. Parents should come into the building to sign their child in when they are late.** Poor attendance will be reflected in the student's grades and often helps determine if a student passes or fails. Students may be eliminated from participation in sports or other extracurricular activities as a result of poor attendance. In addition, poor attendance may result in a referral to Youth Assistance or Juvenile Court. Charges of educational neglect may be filed against the parent(s) of children with excessive absences.

#### **When is a student marked absent rather than tardy?**

Tardy: arriving up to 8:03 am

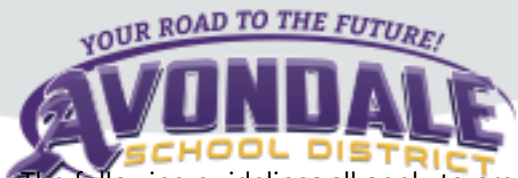
Absent: arriving after 8:04 am

#### Homework Requests

Students who are absent from school for a period of two (2) days or less will be required to make up their work upon return to school. Students who are absent from school for a period of 3 days or more may request homework through the office.

#### Pre-Arranged Absences (3 or more days)

Parents are highly encouraged to not take vacations when school is in session. School is in session approximately 175 days each year and families should plan vacations on our breaks, weekends, or in the summer. A parent or guardian may request that his/her child be excused from school when it is deemed necessary. The pre-arranged absence form should be picked up from the office, completed, and turned in to the counseling/attendance office **3 days prior to your absence.**



The following guidelines all apply to pre-arranged absences:

- Forms must have student, parent, teacher, and administrator signatures to be considered excused.
- Absences must be for 3 or more days.
- Teachers must be given 48 hours to assemble the work to be done during the absence.
- Students will have some assignments listed on their pre-arranged form, and the remainder of the work will be picked up from the counseling office after 1:00 pm on the day before their absence.
- All homework issued prior to the absence must be completed upon return to school.
- At the teacher's discretion, some work may be given upon return.
- In the event that work is given upon return the student will have the same number of days they were absent to complete the work (Not to exceed 1 week)
- In the event that the student misses a test or quiz while absent, he/she will be required to make up the assessment upon return. In the event the necessary materials to prepare were not provided, a student will have one day upon return to school to prepare for the assessment (this does pertain to in class review sessions).
- All work missed due to a pre-arranged absence must be completed prior to the end of the unit or project.
- Arrangements may need to be made for students to make up tests or lab work before or after school at the teacher's discretion.
- All work must be picked up at school. Under no circumstances will work be e-mailed or faxed.