



# Plymouth-Canton Educational Park Attendance Procedure

## Philosophy

Attendance is one of the most important single factors contributing toward greater levels of achievement by students. The Plymouth-Canton Board of Education and staff at Plymouth-Canton Educational Park expect each student to be in attendance in every class each school day. Presence in the classroom exposes a student to group interactions with teachers and fellow students. Such presence enables a student to hear and participate in class instruction, discussion and other related learning experiences. These and similar considerations are proper educational values which will not necessarily be fully reflected in test results. A missed class session can never be fully recreated and will likely have an adverse affect on student learning. Parents and students have a shared responsibility for attendance and are encouraged to schedule medical and dental appointments, personal business and vacations outside of school hours.

## Policy

Parent/Guardian are expected to notify the student's home school the day a student is absent or by 7:00 a.m. the following day. Parents may call the Attendance Office between the hours of 7:00 a.m. and 2:00 p.m. or call the recorded answering service between 3:00 p.m. and 7:00 a.m. The Automated Parent Notification System (APNS) will notify parents daily if students have an absence or tardy which is unexcused as of 2:00 p.m. on that day. To avoid unnecessary calls, it is important to notify your child's absence prior to 2:00 p.m. on the day of the absence. Unexcused absences are not acceptable and students may be assigned detention for unexcused absences. Calling into our Attendance Office is the only way to excuse an absence-notes are not accepted.

To be eligible for credit in any class, a student may not exceed nine (9) chargeable absences during the semester. Students who exceed nine (9) chargeable absences will be placed on Attendance Violation Status (AVS) with a grade of H - no credit. Students on AVS are expected to continue to attend class and participate in class activities and assignments. At the end of the semester the teacher will review the performance of any student on AVS and change the grade to either E – no credit or A, B, C, D for credit.

Parents will be informed of student unexcused absences and tardies daily through the Automated Phone Notification System (APNS). In addition, the APNS will notify parents if their student reaches eight (8) chargeable absences in any class and if the student reaches ten (10) chargeable absences and is placed on AVS. Students will receive a copy of an AVS Notification Form from the teacher at that time and are expected to share that form with the parent.

## Roles and Responsibilities

### Students

- To be in all scheduled classes on time each day
- To come to class with appropriate materials, prepared to learn
- To follow the appropriate procedure for prearranged absences as described on the Prearranged Absence Form and/or School Business Form
- To sign in and out appropriately in their home school Attendance Office when leaving campus during the school day
- To turn in medical verification of absences, when available, to the home school Attendance Office upon return to school following illness
- To share with parents all reports of progress and AVS Notification Forms
- To make arrangements with teachers for obtaining and submitting make-up work for excused absences
- To review their absences with the teacher and discuss any discrepancies with the teacher immediately
- To attend class and participate actively while on AVS in any class
- Upon return, students with excused or excluded absences will be given one day for each day of absence to make-up work.

### Parents

- To promptly call the home school Attendance Office each day the student is absent or by 7:00 a.m. the day following the absence
- To keep a record of student absences on the **Attendance Record Card** provided
- To review progress reports sent home with the student and contact the student's Counselor and/or Assistant Principal as concerns arise
- To request "Prearranged Absence Forms" or "Off Campus Permits" from the home school Attendance Office as necessary. **PLEASE NOTE: These requests cannot be accommodated on the APNS system. These requests must be made by calling the Attendance Office during school hours.**
- To call the Guidance Office of the school where your student's counselor is located to obtain homework assignments if your student is absent three days or longer
- To notify the home School Records Office of any changes in your home address, home phone number or work phone numbers