

ATTENDANCE POLICY

Step 1:

After 2 unexcused absences - The teacher makes initial contact with family and communicates around attendance concerns.

Step 2:

After 3 unexcused absences - The attendance team sends a 3-day attendance letter and packet to the student's family and places a copy in the student's file.

Step 3:

After 5 unexcused absences - The attendance team sends a 5-day attendance letter and schedules a meeting to find solutions with families.

Step 4:

After 10 unexcused absences - The attendance team sends an 10-day attendance letter and schedules a second meeting with the family. The team will include any helpful community partners in the meetings to help improve attendance.

Step 5:

If there are additional unexcused absences and not adequate improvement in attendance, the team may make a referral to the Muskegon County Prosecuting Attorney.

SCHOOL HOURS

Student drop-off begins at 7:50

School begins at 8:00 each day.

Instruction ends at 3:15 and dismissal is at 3:20.

Student departure before 2:15 is an afternoon half day absence.

Student arrival after 9:00 is a morning half day absence.

Maintaining excellent attendance is one of the most important expectations for Three Oaks families and students. Being at school each day is the foundation of excellence in learning for our students.

If your students must be absent from school, please follow the steps below:

- ❖ Call 231-767-3365 and press 0 to leave a message detailing your child's full name, teacher, grade, and primary phone number so that we can excuse your child's absence.
 - Examples of **valid excuses** are sickness, religious holidays, extreme family emergencies, or a doctor's visit.
 - Examples of **invalid excuses** are parent work schedules, car problems, cold weather, missing the bus, or sleeping in late.
 - Students can have no more than one excused absence per month of school without a doctor's note. This works out to no more than 5 excused absences per semester.