



**COUNTRYSIDE ACADEMY**  
**4800 Meadowbrook Rd., Benton Harbor, MI 49022**  
**E.L.C., 4821 North St., Benton Harbor, MI 49022**  
**Attendance Policy**



Regular attendance is necessary if students are to reach their full academic and social potential. Under Michigan Law, attendance for school-aged children is compulsory. (MCL 380.1571-380.1599) Countryside Academy requires students to be present each day school is in session. Failure to do so may result in a student failing one or more classes or may prevent the student from being promoted to the next grade. This policy will be revisited annually and necessary modifications may be made.

### Definitions

**Absent:** Not reporting for school, arriving late for any class or required school function. Leaving from school before dismissal time, leaving any class or function before dismissal time. Being out of compliance with the dress code.

**Young Fives:** Students who arrive after or leave before the normal class period shall be recorded as absent for not less than one quarter (1/4) of the day.

**Kindergarten through Sixth:** Students who arrive after 8:00 a.m. and/or leave before 3:15 p.m., or students who arrive late or leave early from any class, shall be recorded as absent for not less than one-quarter (1/4) of a day. The Administrator shall determine to what degree a student is absent for Young Fives through Sixth Grade.

**Seventh Grade through Twelfth Grade:** Students who arrive late or leave early from any class shall be recorded as absent for that class.

**Excused:** Being absent because of one of the following reasons:

1. Student is seeking or has sought medical attention by a physician, dentist, psychiatrist, or professional counselor, only when verified by a doctor's note, appointment card, or notification by telephone, fax or e-mail to school authorities from a medical professional
2. Death within the student's family or close associate or friend, verified by newspaper obituary, funeral card or parent or guardian contact with school authorities
3. Illness verified in writing by medical professional or by notification by telephone, fax or e-mail by medical professional
4. Family or religious holidays when advance notice is given to school staff
5. Required court attendance
6. When sent home by school administration, except for discipline reasons.

**Present:** Attending school during the required time and being in compliance with the dress code.

For purposes of this policy, students will be classified as being one of the above. That is, each student will be either absent or excused or present.



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**Grades K-6**

For grades K-6, any student who is absent more than sixteen (16) days per school year shall not be promoted to the next grade for the following year.

**Grades 7-12**

For grades 7-12, any student who is absent from class more than eight (8) days per semester, shall not receive credit for that class and may only receive credit for that class by repeating it.

**Head Lice**

Excused absences for head lice are limited to two (2) incidents, two (2) days per incident.

**Vacation**

Excused absences for vacation are limited to three (3) days.

Countryside Academy has regular school hours in which instruction is available to its students. This is the appropriate time that students need to be present. All assigned work shall be completed by the student. Teaching staff shall require students to complete late assignments in a timely manner. Partial credit may be given for late assignments. The administrator shall set guidelines for completion of late assignments.

The administration of Countryside Academy will comply with Michigan Law in regards to student attendance. Cases of nonattendance will be pursued, and when appropriate, parents/guardian will be notified by registered mail requiring the child to appear on the next school day following receipt of notice and to continue in regular and consecutive attendance in school. If the parent/guardian fails to comply with the notice, a complaint will be filed in the proper court for refusal or neglect to send the child to school. (MCL 380.1571—380.1599)

**Participation in Class**

Teachers routinely give students credit for active participation in class (participation grade). Students must be present to receive this grade. Students who are not present can expect to lose this portion of their grade due to being absent or excused.

**Appeals Committee**

Parents of students that have not been promoted or have failed a course due to being absent, may appeal to a committee which will consist of three (3) members of the Board of Directors of Countryside Academy. This committee will have the authority to act on behalf of the Board of Directors and shall make a determination in each case. All such committee meetings will be held in accordance with the Open Meetings Act.

**Parent/Student Notification**

Before any student is enrolled (or re-enrolled) in Countryside Academy, both student and parent/guardian will be required to sign a form indicating that they have read and understand this policy. This notification will be the responsibility of the administrator.



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For grades 9-12, any student who is present every day during a semester may elect not to take the final exam for any given class if his/her grade in that class is a “B” average or higher.