

School Attendance

A successful school experience begins with good attendance habits. The school, parents and students work together to assure that all students maximize their attendance and participation in school. When a student's attendance is unacceptable, or when students have patterns of unauthorized absences, the District will take appropriate action which may range from oral or written communication to the *affected student and/or parents, to suspensions, court referrals or other appropriate steps.*

A. *The following guidelines have been established with the Michigan Compulsory School Attendance Laws:*

1. Absences from school should be for valid reasons such as illness, legal business, funerals, religious obligations, and or medical appointments.
2. Permission may be granted for students to accompany parents on trips. Requests to have students released from school are to be made in writing to the principal or assistant principal. Secondary school students and elementary parents are responsible for making prior arrangements for completing all class work.
3. Suspension for disciplinary reasons shall be considered as a school controlled absence. Those days are excused.
4. School activities, such as field trips, student council meetings, etc., are excused and will not be counted as an absence from school. Such activities are encouraged but not mandatory. Students are required to complete missed class work. **Students who do not participate in the requested activity are required to attend school on the given day or days of the activity.**
5. Students must obtain permission from school offices prior to leaving school during the school day. Parents will be notified should it be necessary for the student to leave due to illness. Leaving without permission will result in an unexcused absence.
6. Parents are required to report absences by calling the attendance phone number provided by the student's school. (Angell – 248.837.8530) The call is to be placed on the day of the student's absence giving the student's name and reason for the absence. The attendance phone lines are open 24 hours per day, 7 days a week.
7. If no parent call is received, the absence is considered unexcused. The absence remains unexcused until the parent contacts the school to have the absence classified as excused.
8. As provided in state law, the school must determine whether or not an absence is valid and may require documentation regarding the reason(s) for absence.
9. A student is tardy if he or she is not in the classroom or designated area when the tone sounds. **A tardy of more than ten (10) minutes will be recorded as an absence.**
10. **Any student with excessive absences may be referred to the Oakland County Juvenile Court.**
11. Action will be taken to correct serious attendance/tardy problems posed by individual students. The timing of such action will be determined by the seriousness of the problem.
12. Skipping school is not permitted under any circumstances.

Attendance Policy

1. Parents are to notify the school (248.837.8530) if the student is absent and indicate the reason. If the school is not contacted, the parent will be called to verify the absence.

Absence/Tardy Excuse

Students will be required to establish a valid reason for absence and/or tardiness from school or class. Methods for establishing valid reasons include:

- a note or phone call from a parent/guardian
 - a pass from a staff member
 - a statement from a doctor
 - a copy of documents for court appearances, etc.
2. If a student is absent three (3) or more days in a week, a doctor's note *may* be required.
 3. Parents will be notified, in person or by mail, of excessive absences with the date and time of a meeting to resolve attendance problems and to develop a plan to correct such problem.
Absences will be considered excessive under the following conditions:
 - Five (5) or more excused or unexcused absences during a ten-week period,
 - Ten (10) or more combined excused or unexcused absences during a semester,
 - Twenty (20) or more absences during a school year.
 4. Parents will be notified of excessive tardies three (3) or more for each marking period.