

ATTENDANCE

Remember – 5 or Less for Academic Success!

Successful students attend school regularly.
School Hours are 8:00 a.m. through 2:48 p.m.

PHILOSOPHY OF ATTENDANCE

The Livonia Public Schools is committed to providing our students with a world class education that will prepare them to be productive citizens in a diverse and democratic society. Student's regular attendance should be a shared and common expectation of the schools, the students, and the parents.

Our goal is to work cooperatively with our parents and students, maintain high standards, and instill the work traits of punctuality and outstanding attendance necessary for success.

CONSEQUENCES

Our attendance policy states in part: fifteen total absences in a class during one semester are deemed excessive and may result in a loss of credit for that student. Instances of school business absence will not figure into the total number of absences. Instances of chronic and other doctor-verified illnesses will be handled on a case-by-case basis and will normally not be counted in the total absences. Written and signed documentation must be submitted to the school in those instances. All other absences including absences due to suspension will be included in the total absence count which could lead to a student losing credit.

In addition, our Board Policy requires each school to report truancy to the appropriate authorities. State law requires all students to attend school from ages six to eighteen. Some of our schools participate in Erase Truancy, sponsored by Wayne County. Parents of truant students are brought into court and issued fines for truancy of their children.

Please work with us to try instilling good attendance habits in our students. With these changes, we know more responsibility will be placed on the student and parent to track attendance, but we believe this will help our students become better at managing their own time and studies.

PARENT MONITORING

Parents may check a student's attendance with the online access available to all parents anytime during the day (or night) to see if the student was in class. We are expecting students to make up work for teachers when absent by following the guidelines each teacher has established for makeup work. Even if a student is absent due to a suspension, the student will be expected to make up the work. The granting of credit for work made up is defined by each teacher's course expectations and the administration. Therefore, depending on the nature of the absence, credit may be granted, but the learning should be completed so that the student does not fall behind.

SCHOOL MONITORING

Our secondary teachers take attendance hourly and this attendance can be viewed within minutes of the teacher entering the absence into the computer. Parents of absent middle school

students will receive a phone call regarding absences during the morning and later in the evening. Parents of absent high school students will only receive an evening call.

QUESTIONS ABOUT ATTENDANCE

If there are questions or concerns regarding your student's attendance, the first line of communication should be with the class teacher. You may also want to contact your student's counselor or assistant principal to assist in clarifying attendance errors or correcting attendance problems.

Absences

Students who are absent from school may not attend or participate in after-school or evening activities.

HOMEWORK REQUESTS cannot be made until the third consecutive day the student is absent. The office needs 24 hours to contact teachers and get work assembled for the student, and the work will be available on the fourth day absent.

Homework request to counseling will be processed the same day if received by 10 AM and with work being available the following day at 3:00 PM. Request that occur after 10 AM will be processed the next school day, with work available 2 days following the day of request.

Check-In Tardiness to School

A student who arrives late to school (after 8:00) must sign in the CHECK-IN book in the Main Office and get a pass **before** he/she goes to his/her locker and class. Any student who does not sign in may receive disciplinary consequences. The parent/guardian of a student who arrives late to school 4 times, will be contacted and the student will be expected to attend an after-school detention on the next Tuesday or Wednesday. A student who is unexcused late to school who fails to attend his/ her detention, will be in-school suspended the following school day.

TARDINESS TO SCHOOL AND TO CLASS

Students are expected to be on time for school in each of their classes. They will be considered tardy to school and class if they are not in their class when it is scheduled to begin, according to the clock designated by the classroom teacher. Persistent tardiness cannot be tolerated. Tardiness will be considered when the teacher determines a citizenship grade.

Consequences for students who accumulate the following number of unexcused tardies per marking period will be as follows:

- 3rd tardy: Letter to parents from teacher
- 4th tardy: Phone call to parents by teacher and after school detention assigned
- 5th tardy: Meeting with Counselor - phone call to parents
- 6th tardy: Referral to assistant principal - Plan with parent signature
- Subsequent tardies: In-school suspension

Students who arrive to class late because a teacher kept them after class should have a pass from that teacher. Students who do not have a pass and are more than five minutes late to class will be referred in writing to the Assistant Principal.

Tardy detentions will begin FIVE minutes after 6th hour dismissal (2:53 p.m.). Tardy detentions will end at 3:30 p.m.

Check-Out During the School Day

Parents who wish to have their student leave during the school day should inform the office by written note. This note must be delivered by the student to the office by 8 AM. A pass will be delivered to the student indicating the time they should leave class.

It can take up to 10 minutes to have your student ready to leave during busy times of the day. Please plan ahead and arrive early whenever possible.

Students who receive a pass to leave during the school day should keep the pass until the time indicated on it, show it to their teacher at the appropriate time, go to their locker, and then go to the MAIN OFFICE to sign the CHECKOUT BOOK and wait in the office for their ride to arrive. Students may not leave the school building during the day without checking in/out of the office.

Pre-Arranged Absences

If a student/parent knows ahead of time that a student will miss three or more consecutive days of school for an important reason, the parent/guardian should send an explanatory note to the Office as soon as possible before the absence. Students who bring a parent note will be given a form to have each teacher sign. The form must be returned to the Office before the absence.

We want parents to be aware that we do not expect teachers to develop special assignments in advance for students who will be gone during the school year. It is the responsibility of the STUDENT, upon returning from the trip, to see his or her teachers for the missed assignments. A period of time equal to the length of the absence will be allowed for missed assignments to be completed.

Illnesses and Accidents

If you become ill during the school day, inform your teacher who will send you to the office. Your parents will be contacted and they should arrange to have you taken home. **If you become ill in between classes and go to a rest room, make sure you report back to a teacher or to the main office as soon as possible. Do not stay in a bathroom for a prolonged period of time.**

Because accidents and illnesses do occur, you must have on file in the main office 2 emergency care cards which state: (1) A doctor your parents authorize calling in an emergency and, (2) Someone to whom you can go for care if your parents are not home when you become ill.

Closed Campus

Emerson has a closed-campus policy. This means that students are not allowed to leave school grounds during the day unless a parent contact has been made by school personnel and the student checks out at the main office. Once a student arrives at school in the morning, he/she cannot leave the school grounds. This includes the time before first hour and the lunch period. Failure to check out at the office can result in a suspension.

TRUANCY PROCEDURES

The following is Livonia Public Schools administrative procedures for the processing of truancy cases. The steps listed may take place concurrently, and in certain cases the sequence may need to be modified. The Livonia Public Schools has partnered with the **Erase Truancy Program** through the Wayne County Prosecutor's Office to process such cases.

MIDDLE SCHOOL (attendance is cumulative)

Step 1: Once a student has accumulated ten (10) days of INVALID absences (or the equivalent of 60 instructional hours), a formal district notification letter will be sent to the parent/guardian by a School Administrator, or their designee, which will remind them of the Compulsory Education Law and our relationship with the Erase Truancy Program.

Step 2: Once a student has accumulated fifteen (15) days of INVALID absences (or the equivalent of 90 instructional hours), a parent/guardian contact will be made by an administrator, or their designee, via a certified letter requiring:

- A.) A student/parent meeting and
- B.) The student to return to school the next day and subsequent school days.

Step 3: Once a student has accumulated twenty (20) days of INVALID absences (or the equivalent of 120 instructional hours), and is shown to have missed 15% or more of instructional time since the beginning of the school year, an administrator or designee will proceed with the remaining steps of the Erase Truancy program.

Step 4: If the parents/guardian and student still fail to comply with the above steps, the School Administrator will file a **Complaint (2nd JCO1)** with the Prosecutor

ABSENCES

School absences will be divided into two categories: VALID AND INVALID.

VALID ABSENCES may include the following:

- Illness/Sickness
- Medical appointment with documentation
- Long-Term or chronic illness, injury, or medical emergency
- Funeral/Bereavement with documentation
- Court Appearance with documentation
- Religious observance
- College visits (two per year) for high school seniors

INVALID ABSENCES may include the following:

- House sitting/Baby sitting
- Transportation issues such as missed bus, car problems, etc.
- Inclement weather
- Overslept/too tired
- Illness beyond three (3) consecutive school days without documentation

These are just a few examples. If a parent has questions regarding the validity of an absence they should be encouraged to call the appropriate school administrator or the school's attendance office.

Consideration will be given to students with medical conditions and/or other documented care.