Students

Student Attendance and Tardy Policy

Adrian Public Schools believes that regular school attendance relates directly to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.

The Superintendent shall develop procedures for the attendance of students which:

A. ensure a school session which is in conformity with requirements of the law;

B. govern the keeping of attendance records in accordance with rules of the State Board and the Michigan Department of Education Pupil Accounting Manual;

C. ensure that students absent have an opportunity to make up work;

D. identify the habitual truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests;

E. notify parents of irregular or excessive absenteeism

F. Promptness is extremely important and in fairness to all persons concerned, students are expected to be in class on time. Building staff will develop procedures and interventions to improve student promptness and discipline students as necessary.

Such guidelines should provide that a student’s grade in any course is based on his/her performance in the instructional setting and is not reduced for reasons of attendance or conduct. If a student violates the attendance or other rules of the school, s/he should be disciplined appropriately for the mis-conduct, but his/her grades should be based upon what the student can demonstrate s/he has learned.
A. Responsibilities.

1. Student’s Responsibility
   It is the student’s right to be in school. It is also the student’s responsibility to attend all assigned classes every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class. It is the student’s responsibility to request any missed assignments due to an absence, with parent support as appropriate.

2. Parent or Guardian’s Responsibility
   It is the responsibility of the student’s parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise. Have a plan as well as a backup plan to get your child to school on time every day. It is the parent’s responsibility to request that absences or tardiness be excused within 48 hours.

3. Teacher’s Responsibility
   It is the teacher’s responsibility to take daily attendance and to maintain accurate attendance records in each assigned class. It is also the teacher’s responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher’s responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher’s responsibility to work cooperatively with the student’s parent or guardian, the student, and Administration to solve any attendance problems that may arise.

4. Administrator’s Responsibility
   It is the administrator’s responsibility to require students to attend all assigned classes. It is also the administrator’s responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly within each school to all students to maintain accurate records on student attendance. It is the administrator’s responsibility to excuse absences or tardiness, if appropriate. It is the administrator’s responsibility to inform the student’s parent or guardian of the students’ attendance and to work cooperatively with them and the student to solve attendance problems. The administration of each school will develop a recognition program to recognize those students who exhibit good attendance.

5. Community Responsibility
   A continuum of community interventions and services exists to support families and children in keeping children in school and combating truancy and educational neglect. This continuum of intervention and services involves progressively intrusive interventions beginning with strong service-oriented efforts at the school and community level and involving the court’s authority when necessary. Adrian Public Schools will seek community interventions and services to solve severe attendance problems that may arise.
ADMINISTRATIVE PROCEDURE

Attendance:
Classroom attendance instills a concept of self-discipline, exposes a student to group interactions with teachers and fellow students, and enables a student to hear and participate in class discussion and other related learning experiences.

Regular attendance is critical in the development and learning of all students. Absences are lost hours of learning and instruction, rather than a simple tally of days. The mission of our attendance policy is to clearly and effectively communicate the ways in which absences will be defined.

Research shows that chronic absence is a directly linked factor contributing to lower test scores, an increased dropout rate, and significantly lower levels of reading and math abilities. Chronic absence is defined as missing 10% or more of any school period for any reason. Therefore, when interventions take place, it is not necessary to determine whether absences are excused or unexcused.

The goal of the school district is to link all students and families with the appropriate resources which will enable them to overcome the barriers that interfere with irregular attendance.

Absences:
All absences must be communicated to the school office by the parent or guardian within 48 hours. Absences will be either excused or unexcused, depending on the circumstances surrounding the absence. All absences will be counted with the exception of the following appropriately documented circumstances:

1. Funeral Visitations
2. The day of a doctor’s visit
3. Hospitalization
4. School related activity
5. Court dates
6. Suspensions
7. Homebound Study
8. The building principal/designee shall have discretionary authority to excuse an absence for a reason the administrator deems consistent with the policy, but which is not identified on the approved list.

Assignments will be allowed to be made up according to building procedures.
Parents will be notified of their child’s attendance record by report cards, progress reports, telephone calls, eSchool, and letters.

All counted absences will be handled in the following manner:

Step 1: After five absences a letter will be mailed home to notify the parent

Step 2: After nine absences, a call will be made along with a referral to the Truancy Specialist. Direct parent communication will take place, and an action plan will be agreed upon to address the root cause of the absences. The school attendance team will be notified and discussions to improve attendance will take place.

Step 3: If absences continue, a re-evaluation of the root cause of the absences will be examined and a corrective action plan pursued. Failure to cooperate and comply will result in a complaint on behalf of the school district against the parent or guardian in probate court.

Truancy:

If the attendance expectations from the parent meeting are not, a referral will be sent to the truancy prevention specialist. The TPS will contact the family and determine the interventions needed at that point.

Early Dismissals:

1. When a student must leave school because of illness, appointments, etc., he/she must sign out in the appropriate office. The parent must be contacted or a written note from the parent presented before the student leaves the building. No student may leave the building without parental and school permission. Students who leave the building without permission will be considered skipping class.

2. When a student becomes ill while in school, the office must be informed as soon as practical, and, when appropriate, parents must be contacted. Students who remain out of class because of illness and fail to notify the office personally or through a staff member, will be considered truant.
Long-Term Absences:

1. Parents of students who will be absent for three or more days should notify the appropriate office by letter or telephone to explain the absence and with timely notice obtain make-up work.

2. Parents of a student who will have a long-term absence because of hospitalization or confinement because of communicable disease, etc., should apply for homebound study, with their elementary school principal/secondary school guidance counselor.

3. Students who are absent frequently with chronic medical problems requiring doctor’s care should notify their elementary school principal/secondary school guidance counselor.

Tardy Procedures:
Promptness is extremely important and in fairness to all persons concerned, students are expected to be in class on time. Building staff will develop procedures and interventions to improve student promptness and discipline students as necessary.

1. Any student who enters class after the bell will be marked tardy and given a verbal warning.
2. Any student with an excused pass will not be counted tardy.
3. Any student who enters a class five minutes (secondary) thirty minutes (elementary) after the bell and without an excused pass will be marked absent.
4. Students arriving late to school are to sign in at the main office and shall receive a pass (excused or unexcused) to class. A note will be made in eschool as to the arrival time of the student.
5. It is up to each building to develop appropriate tardy interventions.

Board Action: Replacement
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