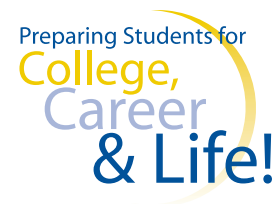




Plymouth Educational Center District

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ATTENDANCE AND TARDY POLICY

The state's compulsory attendance law recognizes an educational value in regular attendance in school.

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Learning results from active participation in classroom and other school activities that cannot be replaced by individual study.

Attendance is important in the development of a high quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the school wants to help students develop as early as possible in their school careers.

To encourage our students to attend school the following policy applies:

Truancy

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. After 10 days of truancy in any grading period, a student will be considered a "habitual truant" which can result in:

- a. Assignment to an alternative placement with loss of participation in school activities and events;
- b. A poor work-ethic grade which will become a part of the student's permanent record which may be sent to future schools, employers and postsecondary schools;
- c. A hearing before a judge in a court of law; and/or
- d. A report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

The skipping of classes or any part of the school day is considered an unexcused absence (truancy) and no make-up of class work will be permitted. **Disciplinary action will follow.**

Excused Absences

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make up missed school work and/or tests, personal illness, illness or death in the family, religious observance, quarantine, attendance at health facilities, required court appearance, approved college visits, obtaining learner's permit, road test, approved cooperative work programs, in school suspension, out of school suspension, homebound instruction, psycho-educational testing, mandated school meetings, or other such reasons as may be approved by administration.

Students with a health condition that causes repeated absence are to provide the school office with a written explanation of the condition from a registered physician.

Parents must provide an explanation for their child's absence by no later than one (1) day of the day of the absence or by the following day. They are to call the school office at (313) 831-3280 [K-8] or (313) 309-1630 [9-12] and explain the reason for the absence. If the absence can be foreseen the "good cause" must be approved by the School Leader, and the parent should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up the missed school work.

Students who are excusably absent for more than 10 days in a grading period, regardless of the reason, will be considered "frequently absent". **If there is a pattern of frequent absence for "illness", the parents will be**

required to provide a statement from a physician describing the health condition that is causing the frequent absences and the treatment that is being provided to rectify/stabilized the condition. Without such a statement, the student's permanent attendance record will indicate "frequent" unexplained illness," a possible sign of poor work ethic and irresponsible behavior.

During the next grading period, a "**frequently absent**" student will be placed on "attendance watch" to monitor whether or not the pattern continues. If it continues, the student may be denied the opportunity to participate in non-curricular school activities and events and a notation made on his/her permanent student file grading record and/or transcript concerning his/her frequent absence from school. Such a report may be provided to postsecondary institutions and/or possible employers.

Suspension from School

A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return to school. Assignments may be obtained from the Dean of Students beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school.

The student will be given credit for properly completed assignments and a grade on any made up tests.

Excusable, Non-approved Absence

If a student is absent from school because of suspension, the absence will not be considered a truancy, and she/he will be given the opportunity to make up the school work that is missed.

Un-excused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the state of Michigan. A vacation during the school year is not an excused absence.

No credit shall be given for any school work not completed as a result of truancy.

Un-excused Absences [High School]

If a student under the age of eighteen (18), is truant for more than ten (10) consecutive or fifteen (15) total days of truancy during a semester, she/he will be considered a "habitual" truant and will be reported to the proper authorities.

No credit shall be given for any school work not completed as a result of truancy.

Notification of Absence

If a student is going to be absent, the parents must contact the school at 313-831-3280 (K-8) or 313-309-1630 (9-12) by 8:00 a.m. and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused, and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance.

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

If the absence is unexcused or unauthorized by the School Leader, a student may not make up the work.

Tardiness

A student who is not in his/her assigned location by 8:15 a.m. (K-8) or 8:00 a.m. (9-12) shall be considered tardy. Any student arriving late to school is to report to the school office before proceeding to class.

Any student who is tardy to a class more than 3 times during a quarter shall be subject to the following tardiness prevention plan.

Each student is expected to be in his/her assigned location throughout the school day. If a student is more than 10 minutes late arriving to school, s/he is to report to the school office before proceeding to his/her first assigned location.

Students late to class more than three times a quarter will be required to serve a 30 minute after school detention. These will be scheduled and the student and parent will be notified at least a day in advance.

Two after school detentions for tardiness during a quarter will result in a Saturday morning (9:00 A.M. – 12:00 Noon) detention. Saturday morning detentions will be scheduled on the fourth Saturday of each month. Student and parent will be notified in writing if and when they are required to attend.

Failure to be in attendance for the any scheduled detention will result in a one day in school or out of school suspension and 5 points will be added to the students disciplinary point total. Failure to be in attendance for any additional scheduled detentions will result in additional in school or out of school suspensions and up to 10 points per occurrence being added to the students disciplinary point total.

Three times tardy equal one absence and contribute to truancy. Absences as a result of being tardy are included in the school's absenteeism policy.

Vacations During the School Year

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the School Leader and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the vacation; however absences due to vacations are considered unexcused absences.

Make Up of Tests and Other School Work

Students who have been excusably absent from school or who have been suspended shall be given the opportunity to make up work that has been missed. The student shall contact the classroom teacher as soon as possible to obtain assignments. Teachers will determine what constitutes a makeup of an excused absence from among the following and at their discretion. (PLEASE NOTE: Makeup work must be completed within the number of days absent, but within no more than five (5) school days after the student's return. If the work is not completed, these absences count towards the total number of absences permitted.) Student work can, at the discretion of the teacher, be made up in the following ways:

- ✓ An after-school make-up class;
- ✓ A free-period/lunch make-up class;
- ✓ A before-school make-up class;
- ✓ The completion of specific reading assignments;
- ✓ The completion of all class work and exams;
- ✓ A conference with teacher;
- ✓ Peer tutoring;
- ✓ Independent study assignments;

- ✓ Peer tutoring;
- ✓ The completion of alternative projects:
 - Reports or projects on related topic;
 - Class presentation;
 - Article review;
 - Internal research;
 - Other work as determined by the teacher

If a student misses a teacher's test due to an excused absence, she/he may make arrangements with the teacher to take the test. If s/he misses a state or school required test or other standardized test, the student should consult with the counselor or Building Leader to arrange for taking the test.

The Michigan Department of Education requires that all students attending public school receive 1,098 hours of instruction during the school year. Students who miss significant days and/or hours are considered truant. If you are regularly dropping off your child(ren) 15 minutes or more after the school day begins or picking them up 15 minutes or more before the school day ends, your child will be considered truant and the PEC policy for truancy will be enforced. Plymouth Educational Center is working in close cooperation with The Wayne County Prosecuting Attorney's Office ERASE TRUANCY program. Failure to ensure your minor child attends school may subject you to criminal prosecution.

Print Student Name: _____

Print Parent Name: _____

Parent/Guardian Signature

Date