

## **STUDENT TARDINESS POLICY**

Being punctual is a life skill that is important to the success of any individual. Schools have the responsibility to teach this skill. Tardiness of an individual student disrupts instructional time. Being prompt gives the teacher the ability to maximize the instructional time for all students.

Students are required to be in all classes on time every day. Tardiness to class is defined as not being present in class at the start of instruction. Students who arrive to class without a pass & more than twenty (20) minutes late will be marked with an unexcused absence for that period. Five (5) or more unexcused absences will result in a referral to the appropriate assistant principal and progressive discipline will be applied, up to and including in-school and/or out-of-school suspension and possible referral to the truancy office.

**TARDIES: Students who arrive to class after instruction has begun AND less than twenty (20) minutes late without a pass shall be marked tardy for that period:**

- \* Tardy # 1 & 2: Student conference\* with notation in attendance record
  - \* Tardy # 3 & 4: Student conference\* AND parent contact with notation in attendance record
  - \* Tardy #5 or more: Student conference\* AND referral to the appropriate assistant principal with progressive discipline applied
- \*Student conference refers to a conversation between the teacher and the student to inform them of the attendance policy violation and actions being taken.

## **PHILOSOPHY OF ATTENDANCE**

The purpose of the attendance policy is to encourage consistent attendance and punctuality to all classes by students. There is a high correlation between good attendance, academic achievement, and successful everyday work experience. For students to achieve success, the high school administration and faculties believe students must be in class and on time.

## **ATTENDANCE POLICY**

The attendance policy is based on the State Law of Michigan which requires, "every parent, guardian, or other person in this State, having control and charge of any child between the ages of six (6) and eighteen (18) years, shall send that child to the public schools during the entire school year. The child's attendance shall be continuous and consecutive for the school year fixed by the School District in which the child is enrolled."

This attendance policy applies to all K-12 schools in the Taylor School District. At the high school level, this policy and the high school attendance policy both apply.

### **Parent/Guardian Responsibility**

If a student is unable to attend school for any part of the school day, it is the parents' responsibility to notify the school office by phone within 24 hours of the student's absence. In cases when the call is recorded, the recording will be used to verify receipt of the phone call. The parent/guardian must call within 24 hours of the student's absence. School administration appreciates that this policy is followed. It assists the administration in assigning the appropriate consequences for when a student is absent and cannot be accounted for.

### **Categories of Absences:**

#### **EXCUSED ABSENCES: Excused absences are as follows:**

- A. Parent Phone Call
- B. School-related absences (i.e. Field Trips, College Visits, Athletic Events and Travel Time, Club Related Events, Class Related Events, etc.)
- C. In School Suspensions
- D. Out of School Suspensions
- E. Absences due to documented funeral attendance
- F. Court mandated appearances (must have court documentation)
- G. Absences documented with a doctor's note: the note must be given to the attendance secretary immediately upon return to school. Doctor's notes must contain the date(s) the student was unable to attend school, and the doctor's signature

H. Excused if caused by observance of religious occasions formally recognized by an organized faith to which the student, or the student's family, belongs and which require abstinence from the activities of daily life or the attendance at religious services. A note from a parent or a note on the letterhead of the religious organization is required.

I. Absences due to homeless related incidents, i.e. no transportation, tardy due to transportation.

**UNEXCUSED ABSENCES:** Any absence in which there is no documentation for the absence or coming to class more than 20 minutes late without a pass shall be considered unexcused.

**Excessive Absences:**

\* If a student accumulates FIVE (5) UNEXCUSED absences in a school year, the student's school will send a letter to inform the parent/guardian of this and of their concerns.

\* If a student reaches TEN (10) UNEXCUSED absences in a school year, a second letter will be sent and a parent meeting will be required.

\* If a student reaches more than TEN (10) UNEXCUSED absences in a school year, this may result in a referral for truancy. (See appendix for Taylor School District and the 23rd District Court correspondences).

**\*\*Parents are discouraged from taking their child out of school for vacations.**

**MAKE-UP WORK**

The student who has been absent has the responsibility for getting and completing make-up assignments. If the absence is longer than three (3) days, the student or his/her parent must contact the school and request make-up work to be assigned and held for pickup on or before the day the student returns to school. If no contact is made, the work will be made available upon return. All assignments, quizzes, and tests would have to be made up according to teacher discretion.

Upon request from a parent, a documented long term illness and/or family emergency that necessitates longer absences will be reviewed by appropriate personnel to determine time frame when assignments, quizzes and tests would be due. The decision will be communicated to the parent(s) in a timely manner.