

ATTENDANCE & TARDY POLICY

The Redford Union School District believes that regular and timely attendance in classes is directly related to individual student achievement and contributes to an orderly school environment that is beneficial to all students. Regular school attendance affords every student the opportunity to learn something new, to build self-esteem, to reinforce positive values, to interact with others, to prepare for the world of work and to become an effective and productive citizen.

Attendance in the elementary and secondary schools of the Redford Union Schools shall be in accordance with the General School Laws of the State of Michigan. If a student is under the age of sixteen (16), truancy is a violation of the State Compulsory Attendance Law.

The following will be enforced on a SEMESTER BASIS:

Elementary & Middle School Attendance Policy

All Students are expected to attend at least 160 days out of 180 days in order to be promoted. No more than 20 absences are allowed. Extenuating circumstances will be addressed by each building administrator.

Notes from parents will allow students to make up work missed during absences due to illness but will not excuse the absence.

- Parents/Guardians will receive a letter when their student has been absent for ten (10) days, or ten absences in the same hour will be referred to the District attendance officers.
- Parents/Guardians will receive a letter when their student has been absent for fifteen (15) days, or 15 absences in the same hour will result in a district truancy hearing. The principal may waive the consequences of absences due to extenuating circumstances.
- Parents/Guardians will receive a letter when their student has been absent for 20 or more days or 20 or more absences in the same hour. The truancy case is referred to the 17th District Court for a hearing.

RUHS Attendance Policy (as passed by BOE on April 16, 2012)

Redford Union recognizes that attendance plays an important role in the overall success of students. Students are required to attend classes and keep absences to a minimum. Habitual absence or tardiness results in serious lapses in the accumulation of knowledge, enrichment, practical and physical skills, self-discipline, and a sense of responsibility. Teachers and administrators consider class attendance and promptness significant components affecting a student's grade. Parents and students have a responsibility for attendance and are encouraged to schedule medical and dental appointments, personal business and vacations outside of school hours.

The attendance rules and regulations require a procedure involving parents or guardians in the validation of the student's absence. Therefore, under this attendance practice the parents or guardians are required to call the school to verify the student's absence within 24 hours or the absence is unexcused. This procedure applies to all students who are affected by these rules and regulations within the senior high school program of the Redford Union Schools.

1. Four different categories for absences will be used: "Excused", "Unexcused", "School Business" and "Documented". Definitions of each type of absence are the following:
 - "Excused" absences are those that are called in by a parent or guardian, and allow for make-up work according to the school policy. Examples of Excused absences are the following:
 - Illness verified by a parent
 - Doctor Appointment
 - Pre-arranged vacations
 - "Unexcused" absences are those that are not called in by a parent or guardian, and allow for make-up work at the discretion of the teacher. Examples of Unexcused absences are the following:
 - Oversleeping
 - Personal business (other than aforementioned)
 - Missing the bus/ride
 - Work
 - Car trouble
 - Skipping
 - Sibling child-care
 - No parent phone call excusing absence (see above) with 24 hours.
 - "School Business" absences are those that are pre-approved by the administration as part of school related activities. These absences allow for make up work and are not counted as part of this attendance policy. Examples of School Business include, but are not limited to the following:
 - Field Trips
 - Athletic Events
 - "Documented" absences are those that are explained by a document from a third party. Documented absences are not counted as part of this attendance policy. Absences for the following reasons are eligible to be "documented":
 - Hospitalization
 - Funeral/Death in the Family
 - Religious Obligations
 - Mandatory Court Appearance
 - Jury Duty

2. A student who comes into the classroom after the bell has rung (end of the tone) is considered tardy. (For clarification, present is defined as being in the classroom before the bell rings). However, if a student arrives to class more than 10 minutes after the bell has rung; the student is then considered absent.
3. Three (3) tardies in a class is considered to be one (1) absence. For example, a student who has 3 absences and 6 tardies will be considered to have 5 (3 absences and 2 absent equivalents) absences for this policy.
4. Documented absences will not count against the 10 absence limit. Documentation for these absences will not be accepted after five (5) school days following that absence. Please see the definition of documented absence and the appeal process below.
5. In-school suspensions and out-of-school suspensions will not be considered an absence under these guidelines.
6. When a student has more than ten (10) absences to one class (combination of excused, unexcused absences and tardy equivalents), excused or unexcused in one semester, the student will be required to meet the following criteria to earn credit in the course:
 - A student who has greater than 10 absence equivalents, will receive their full credit and their letter grade if they earn a 75% or higher on the end of term common/comprehensive assessment and earn a passing grade.
 - For students who exceed 10 absence equivalents, the final exam grade will affect the final course grade as follows:
 - A student who exceeds 10 absence equivalents and does earn a 75% or greater on the final exam will be assigned the earned letter grade.
 - A student who exceeds 10 absence equivalents, does not earn a 75% or greater on the final exam, but earned a passing final calculated grade (60% or higher), will earn a No Credit (NC) in the course.
 - A student who exceeds 10 absence equivalents, does not earn a 75% or greater on the final exam, and does not earn a calculated grade of 60% or higher, will earn an "E" grade and no credit.
7. Teachers and administration are encouraged to use other forms of motivation/discipline to address excessive absenteeism and tardiness. Suggested methods of intervention are afterschool detentions and/or parent contact.

Appeal Process for Documented Absences:

Students/Parents may make an appeal to the administration regarding absences to determine if a waiver can be granted for students who surpass the 10 absence equivalent threshold. Criteria for appeals are the following:

- Requests must be made in writing using the attached form (see Absence Waiver Form).
- Requests must be made prior to the beginning of final exams.
- Documentation may be requested to substantiate reasons for absences.
- Final decisions will be determined by the school administration.
- Absences due to arriving to class more than 10 minutes late are not subject to appeal.

Communication:

It is important that students and families are aware of the student's attendance. It is encouraged that parents use the Parent Connect feature of MiStar (Zangle) to monitor their student's academic progress and attendance. Parents are encouraged to contact the office at Redford Union to get an ID and Password to use this resource.

Redford Union High School will ensure verbal and written communication by adhering to the following process:

- Redford Union will make a tele-parent phone call each time a student is absent or tardy from a class.
- The teacher will meet with each student at five (5) absences and provide the student with written notice indicating that the student has reached five (5) absences. The parents will receive written notice from the administration indicating that the student has reached five (5) absences.
- The teacher will meet with each student at ten (10) absences and provide the student with written notice indicating that the student has reached ten (10) absences. The student and teacher will sign the form acknowledging this conference. The parents will receive written notice from the administration indicating that the student has reached ten (10) absences.

Tardiness and/or Early Dismissal

Punctuality, self-discipline and responsibility are successful life skills students are encouraged to develop while attending the Redford Union Schools. Students entering class late or leaving class early disrupt the teaching and learning that is already taking place. Students who are tardy miss preparation for daily lessons and important instructions for the day. Students who leave early miss important information for homework assignments.

It is the responsibility of parents and/or caregivers to see that students arrive at school early enough to be in their classrooms at the beginning of the day and to remain until the end of the school day.

Definitions

- Tardy is defined as being up to ten (10) minutes late for class.
- Early Dismissal is defined as leaving class ten (10) minutes before the end of the class period/day.

Elementary and Middle School Tardy and/or Early Dismissal Policy

- Five (5) tardies and/or five (5) early dismissals constitute one (1) absence during a semester.

Tardiness and/or Early Dismissal will only be excused for the following reasons

- Medical/Dental Care with documentation required from the Doctors office.
- Late bus arrival
- Legal reasons with documentation