

ADMINISTRATIVE PROCEDURE

JB

STUDENTS SECONDARY ATTENDANCE POLICY

JANUARY 2015

Reviewed 11/2019

PHILOSOPHY OF ATTENDANCE

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. That students regularly attend class should be a shared and common expectation of the schools, the students, and the parents. Our goal is to work cooperatively with parents and students; we wish to maintain high standards and instill the work traits of punctuality and outstanding attendance. Those students who skip class or accrue excessive absences in a class could lose credit for that class.

ABSENCES

Ten total absences in a class during one semester are deemed excessive. Excused absences, unexcused absences, and suspensions will count in a student's total number of absences. Instances of school business absence will not figure into the total number of absences.

A student who reaches ten total absences in a class may be placed on an attendance plan by the assistant principal. The plan will outline the conditions which must be met for the student to earn credit for the course. Instances of chronic and other doctor-verified illnesses will be handled on a case-by-case basis. Written documentation may be requested by the school in those instances.

A continued pattern of absences may result in the student being removed from the class. In such cases, there is a loss of credit and an "EW" will be posted on that student's report card and transcript.

Notification To Parents

An automated telephone service will report absences to the student's home or designated phone number. In addition, parents have the ability to check their student's attendance online.

Make-Up Work / Credit For Work Missed Due To Absence

A student who has been absent from class has the responsibility for obtaining and completing homework, class projects, or other graded assignments including tests and quizzes that occurred during their absence. Assignments such as papers, major presentations or other previously assigned graded events will be expected to be completed and submitted on the day the student returns to class if the due date coincides with the date of an absence.

A student with an excused absence, school business absence, or absence due to suspension will be allowed one day per day of absence to make-up work missed. In cases of multiple consecutive days of absence due to suspension or a pre-arranged absence, a student will be allowed no more than three days to make-up missed work. A student with an unexcused absence may not receive credit for work missed as a result of the absence. Students are required to complete all work missed regardless of why the student was absent.

Any exceptions to the above regulations will be made with the administrator's approval.

LEGAL REF.: MCL 380.1586 et seq.