

# ADMINISTRATIVE PROCEDURE

JB

## HIGH SCHOOL ATTENDANCE POLICY

MAY 2002

### PHILOSOPHY OF ATTENDANCE

The Livonia Public Schools are 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. While our goal is to work cooperatively with parents and students, we also wish to maintain high standards and instill the work traits of punctuality and outstanding attendance. Those students that skip class or accrue excessive absences in a class could lose credit for that class.

### UNEXCUSED ABSENCES

An automated telephone service will report unexcused absences to the student's home.

At three unexcused absences, a computer-generated letter will be sent to the student's home notifying the parent of all absences for that student. The assistant principal will also personally notify and counsel the student and contact a parent. The warning will be made clear: the student will lose credit in all classes in which he/she has earned five unexcused absences.

After five unexcused absences have been verified by the assistant principal, the student will lose credit for that class. An "EW" (which stands for grade of E through administrative withdrawal) will be posted on that student's transcript. Such a grade is extremely detrimental to the student's grade point average. Students should always attend their classes until an administrator has informed them they have lost their status in that class.

### TOTAL ABSENCES

Parents are expected to call the attendance office to report any absence. Those absences will be recorded as excused. Fifteen total absences in a class during one semester are deemed excessive and may result in a loss of credit for that student. Instances of school business absence will not figure into the total number of absences.

Instances of chronic and other doctor-verified illnesses will be handled on a case-by-case basis and will normally not be counted in the total absences. Written and signed documentation must be submitted to the assistant principal in those instances. All other excused absences, unexcused absences, and absences due to suspension will be included in the total absence count which could lead to a student losing credit.

At ten total absences in one or more classes, the student's counselor will meet with the student regarding the student's overall attendance and call the student's parent(s). The counselor will communicate with teachers and the assistant principal and document the student contact.

Once fifteen total absences have been verified by the assistant principal, the student may lose credit for that class. If credit is lost, an "EW" will be posted on that student's report card and transcript. An attendance plan developed by the administration may enable a student to continue in the course and earn credit for that course.

# ADMINISTRATIVE PROCEDURE JB

## SECONDARY HIGH SCHOOL ATTENDANCE POLICY

MAY 2002

### PHILOSOPHY OF ATTENDANCE

The Livonia Public Schools are 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. While Our goal is to work cooperatively with parents and students; we also wish to maintain high standards and instill the work traits of punctuality and outstanding attendance. Those students that *who* skip class or accrue excessive absences in a class could lose credit for that class. *When students are absent they are expected to complete all work missed regardless of why the student was absent. However, exceptions may be made by the building principal in individual cases. Credit for work done upon return from an absence is at the discretion of the teacher, keeping in mind our goal of student academic success.*

### UNEXCUSED ABSENCES

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

~~At three unexcused absences, a computer-generated letter will be sent to the student's home notifying the parent of all absences for that student. The assistant principal will also personally notify and counsel the student and contact a parent. The warning will be made clear: the student will lose credit in all classes in which he/she has earned five unexcused absences.~~

~~After five unexcused absences have been verified by the assistant principal, the student will lose credit for that class. An "EW" (which stands for grade of E through administrative withdrawal) will be posted on that student's transcript. Such a grade is extremely detrimental to the student's grade point average. Students should always attend their classes until an administrator has informed them they have lost their status in that class.~~

### TOTAL ABSENCES

~~Parents are expected to call the attendance office to report any absence. Those absences will be recorded as excused. Fifteen total absences in a class during one semester are deemed excessive and may result in a loss of credit for that student. Instances of school business absence will not figure into the total number of absences.~~

~~Instances of chronic and other doctor-verified illnesses will be handled on a case-by-case basis and will normally not be counted in the total absences. Written and signed documentation must be submitted to the assistant principal *school* in those instances. All other excused absences, unexcused absences, and *including* absences due to suspension will be included in the total absence count which could lead to a student losing credit.~~

~~At ten total absences in one or more classes, the student's counselor will meet with the student regarding the student's overall attendance and call the student's parent(s). The counselor will communicate with teachers and the assistant principal and document the student contact.~~

~~Once fifteen total absences have been verified by the assistant principal, the student may lose credit for that class. If credit is lost, an "EW" will be posted on that student's report card and transcript. An attendance plan developed by the administration may enable a student to continue in the course and earn credit for that course.~~

# **ADMINISTRATIVE PROCEDURE JB**

## **SECONDARY ATTENDANCE POLICY**

**MAY 2010**

### **PHILOSOPHY OF ATTENDANCE**

The Livonia Public Schools are 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. When students are absent they are expected to complete all work missed regardless of why the student was absent. However, exceptions may be made by the building principal in individual cases. Credit for work done upon return from an absence is at the discretion of the teacher, keeping in mind our goal of student academic success.

### **ABSENCES**

Fifteen total absences in a class during one semester are deemed excessive and may result in a loss of credit for that student. Instances of school business absence will not figure into the total number of absences.

Instances of chronic and other doctor-verified illnesses will be handled on a case-by-case basis and will normally not be counted in the total absences. Written and signed documentation must be submitted to the school in those instances. All other absences including absences due to suspension will be included in the total absence count which could lead to a student losing credit.

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 through Parent Connect online.

At ten total absences in one or more classes, the student's counselor will meet with the student regarding the student's overall attendance and call the student's parent(s). The counselor will communicate with teachers and the assistant principal and document the student contact.

Once fifteen total absences have been verified by the assistant principal, the student may lose credit for that class. If credit is lost, an "EW" will be posted on that student's report card and transcript. An attendance plan developed by the administration may enable a student to continue in the course and earn credit for that course.