

# BOARD POLICY

JB

## STUDENTS ATTENDANCE

JANUARY 12, 2015

Regular and timely student attendance is vital to a student's success and will be a common and shared expectation of the schools, the parents, and the students. Attendance in the elementary and secondary schools of the Livonia Public Schools School District shall be in accordance with the law.

Parents are responsible for contacting the school in all cases of student absence. All absences will be classified as excused, unexcused, or school business. An excused absence is defined as an absence beyond the control of the student (e.g. illness, family emergency) and reported to the school by the student's parent or guardian within the designated timeframe. An unexcused absence will result when the parent or guardian does not notify the school of the student's absence within the designated timeframe. A school business absence includes field trips, counselor appointments, or other instances when the student is legitimately absent from class, but is present in or involved with a school function. In cases of doubt, the administrator will make the final determination as to whether an absence is excused or unexcused.

More than three consecutive days of absence is considered to be an extended absence. A total of ten or more absences is considered to be excessive. Written documentation may be requested by the school administration for cases of extended or excessive absences.

### Attendance Records

Attendance records shall be maintained in accordance with law.

CROSS REF.: JBA—Compulsory Attendance Ages

LEGAL REF.: MCL, 380.1561; R340.1, *et seq.* (Legal References Updated 3/12/07)