

ATTENDANCE

Daily attendance shall be maintained for each student in each school. Appropriate age and grade level penalties for not attending school, shall be developed by the Administration.

The attendance policy and administrative guidelines with rules and regulations shall be published and made available annually to all students, parents/guardians, and staff.

A. Excused Absences

Under the school policy, students are expected to attend all classes. The following absences are excused:

1. personal illness of student or family member
2. death of a family member or close friend of the family or student
3. medical or dental care
4. religious observances
5. participation in a legal proceeding
6. suspension days
7. circumstances as approved by Superintendent/or designee

B. Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

C. Unexcused Absences may include but are not limited to the following:

1. truancy
2. oversleeping
3. car problems

4. leaving school without permission
  5. signing in late
  6. errand running (shopping, driver's license, etc.)
- D. Exempt Absences (do not count toward absence totals) school sponsored activities such as class field trips.
- E. Excused and/or unexcused absences are cumulative for the entire semester.

The Administration shall develop administrative guidelines for the attendance of students which:

- A. ensure a school session which is in conformity with the requirements of the law;
- B. govern the keeping of attendance records in accordance with the rules of the State Board and the Michigan Department of Education Pupil Accounting Manual, including a written electronic attendance procedure, if applicable;
- C. identify the habitual truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests;
- D. ensure that any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence is referred for evaluation for eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973.
- E. The District will participate in the Oakland County Truancy Program.

M.C.L.A. 380.1561, 380.1561(3a-3c), 380.1586(3)

*Adopted January 21, 2008  
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