

ATTENDANCE

[as found in Chapter 2 of the Code of Student Conduct]

Philosophical Basis:

There is a direct correlation between academic achievement and regular, prompt attendance. Frequent absences, excused or unexcused, or tardiness in a class may seriously affect a student's progress and credit for that class. School administrators have the responsibility under state law to enforce compulsory school attendance laws and to enforce the attendance policy of the Troy Board of Education. Students enrolled in the Troy School District have the responsibility to attend school as required under state law and to adhere to the attendance policy of the Troy Board of Education.

Parents are expected to notify the school the day of an absence regarding illness or personal and family problems that may have an effect on attendance. Every effort should be made to schedule outside appointments after school hours. Family vacations should be planned during holidays outlined on the school calendar. Parents should discuss the importance of good attendance with their student to avoid loss of credit due to violations of the attendance policy.

Rights -- students have the right to:

- Receive school policies that clearly define absence, unexcused absence, and tardiness.
- Appeal a decision concerning an absence (excused or unexcused.)
- Leave school property after they have received authorized permission.

Responsibilities -- students have the responsibility to:

- Attend all classes daily and on time.
- Have parents verbally notify the school of the student's absence, in accordance with the attendance policy.
- Remain on school premises in accordance with building policy, unless excused.
- Confirm they have possessed authorization to leave the educational setting/campus.

Please be advised that persistent absences from school may result in a referral to Probate Court and/or Michigan Department of Health and Human Services as a violation of the truancy law and/or educational neglect.

HIGH SCHOOL PROCEDURES

Consistent attendance procedures shall be in place for Troy's high school students due to the importance of attendance in credit-bearing courses required for graduation. Students are expected to attend class regularly in order to successfully meet the graduation requirements of the State of Michigan Merit Curriculum and the Troy School District.

Tardiness – Students are encouraged to be in class and on time regularly. Students who arrive within **five** minutes after the start of class will be marked tardy to the class. Students who arrive later than **five** minutes will receive an absence. Students are afforded 3 tardies per class per secondary marking period without penalty. Subsequent tardies in any specific class will prompt the assignment of a detention. Ongoing tardiness in the same class shall cause the issuance of additional detentions or a suspension for the student.

Absences – Students are encouraged to attend class on a regular basis. Students are afforded 9 absences per class per semester without penalty including both excused and unexcused absences. Absences exempted from this policy might be for reasons including mandatory court appearance, chronic/serious illness, religious holiday, school suspension, family bereavement, school-sponsored field trip/activity, or other reasons approved by a building administrator. Students should work with their assigned building

administrator to ensure that attendance records are accurate. The student maintains the responsibility for communicating with the school about the nature of any absences and providing all necessary documentation for absences of a specialized nature. Furthermore, any documentation substantiating special absences from school should be provided to a school administrator in a timely fashion following the absences.

For an absence to be excused, a parent must call the attendance office to notify the school of the absence within 24 hours of the absence. Family trips or long-term absences must be prearranged one week in advance of the first absence in the term through the submission of an Extended Absence form available in each school's main office. This will allow students to receive assignments in advance of the absence when possible and notify the school ahead of any extended time away from school.

Students will be automatically notified of their class attendance status at the 5, 7 and 9 absence point in any semester. Letters will be issued by the high school that include the course name, total number of absences, and the absence designation as excused or unexcused for each absence.

Students accumulating 10 or more absences per class per semester will not receive credit for enrollment in the course. At the conclusion of the semester the student will receive an 'H' mark (no credit-no grade) in the class if passing at course end. If not passing, the student will receive a failing mark. In both cases, students will need to retake the course and satisfy academic requirements to earn credit for the course. The student shall remain in the class for the remainder of the semester. During the remainder of the class, if a student continues to have attendance problems or proves disruptive, the student will be disciplined in accordance with the procedures outlined in Chapter 10 of the Code of Conduct.

School-sponsored activities are not considered absences. This includes field trips, athletic trips, counselor appointments, student government meetings, etc. Work assigned prior to a student attending a school-sponsored activity is due the day the student returns to school. While absent on a school-sponsored activity, students shall have the number of days missed following their return to complete missed work. Troy School District staff and students are encouraged to work together collaboratively to ensure that missed work is completed in a reasonable timeframe that does not place an undue burden on a student related to a school-sponsored absence from class/school. Teachers are encouraged to work productively with students and parents to ensure that student work is completed without causing unnecessary stress or harm to the student.

Loss of credit due to attendance or other consequences related to a student's attendance challenges may be appealed to the building principal. The decision of the principal is final in all attendance matters.