

ATTENDANCE POLICY

Mission

Empowering every Pirate to chart their own course through academics, responsibility, respect, growth, and honor.

Vision

One community every day, charting the course the Pirate way.

*General
Information*

Regular school attendance is a critical factor for academic success. It is very important for students to be in school and on time every day. Most of our students have excellent attendance. Unfortunately, each year we have students who have frequent incidents of incomplete instruction time due to absence, tardiness, and early departure. These incidents cost the student valuable instructional time and interrupt the instruction of other students in the classroom.

Parents and guardians are expected to ensure their children attend school regularly. A student is considered chronically absent if they are out of the classroom 10 percent or more.

Attendance tiers:

9 or fewer days absent- satisfactory

10-17 days absent - warning signs of chronic absenteeism

18+ days - Chronic absenteeism

The intent of this policy is to:

- Clearly communicate parental and student expectations for school attendance.
- Promote communication between school and home regarding attendance.
- Provide intervention to promote and encourage continuous and consecutive attendance.

- Reduce the current level of absences, tardiness and early departures.
- Encourage full attendance by all students.

The school district requires its students to attend school every day school is in session, except when excused by the school district. The building administration is responsible for enforcing this policy. In cases where building administration concludes a parent or legal guardian is failing to comply with Michigan's compulsory school attendance law, the matter may be referred to Child Protective Services or the appropriate police agency/prosecutor's office.

This policy was written in accordance with the following laws, ordinances, and guidelines:

- Michigan Compulsory Education Law (MCL [380.1147](#), [380.1284](#), [380.1284a](#), [380.1561](#)- [380.1599](#))
- Wayne County Third Circuit Court, Family Division, Juvenile Division, [Truancy Intervention](#)
- [Riverview Ordinance, Sec. 38-378](#)

Parents and those legally responsible for minors within the State of Michigan are required by law to see that their students attend school continuously and consecutively from the age of 6 until their eighteenth birthday. [MCL - Section 380.1561](#)

Reporting absences: Parents are encouraged to report an absence in a timely matter. Each building has a 24-hour voicemail for this purpose. Failure to report an absence will result in an unexcused absence being recorded and an automated phone call will be made. **Parents should call the school no later than 7:45 am on the day following the absence to be recorded as called-in.**

Select option 1 for each building for the voicemail.

- RCHS: 734-285-7361
- Seitz: 734-285-2043
- Forest: 734-479-2550
- Huntington: 734-283-4820
- Memorial: 734-285-4080
- Early Childhood: 734-486-7603

Teachers, administrators, and staff have the right to investigate absences.

[Athletic Attendance Guidelines](#)

*Attendance
Infractions*

Students are expected to be in class on time and to remain at school for the entire school day.

There are three types of attendance infractions: absent, tardiness, and early departure. These incidents cost the student valuable instructional time and disrupt classroom instruction. Tardiness and early departure will be classified under the same criteria for absences.

ABSENT: Student is not physically present in class.

TARDINESS: Student is not in their class when the bell rings.

EARLY DEPARTURE: Student leaves or is removed prior to the dismissal bell.

These attendance infractions can be documented, called-in, or unexcused.

DOCUMENTED ABSENCE

- An absence that is accompanied by a third party/professional document.
- **Documented absences are the only absence which will not count toward truancy.**
- Attendance record will show either “D” or “B”.
- Examples of documented absences:
 - **Medical** – student was absent because of illness or to obtain health care. A note from the doctor’s office indicating the dates the student should be out of school should be turned into the office.
 - **Religious** - Student absence was caused by observance of religious occasions formally recognized by an organized faith to which the student or the student's family belongs, and which requires abstinence from the activities of daily life or attendance at religious services. A note on the letterhead of the religious organization is acceptable.
 - **Family Emergency** – Student absence was caused by family emergency such as a death or funeral, serious illness, or other crisis requiring absence from school. Supporting documentation should be turned into the office.
 - **Administrative** – Absences that are necessary for personal or confidential reasons such as court appearances, child abuse situations or other extenuating circumstances. Supporting documentation should be turned into the office.
 - **School Activity** – Absence because of a pre-arranged school activity or function. Documentation/authorization will be provided by teacher, sponsor, coach, or administrator.

CALLED-IN ABSENCE

- Any absence that is called in by the parent or legal guardian but is not accompanied by documentation as listed under documented absences.
- **Called-in absences are included in truancy.**
- Attendance record will show “C”.

UNEXCUSED

- Any absence that is not called-in by the parent or legal guardian and is not accompanied by documentation as listed under documented absences.
- **Unexcused absences are included in truancy.**

*Parent
Notification
and
Truancy*

Early notification and intervention provide the greatest opportunity to improve student attendance. Monitoring and addressing your student’s attendance is a direct way to show that you consider their education important and worthwhile.

Through the PowerSchool parent account, parents can set up their preference to be notified when their student is not marked present. If you are using the PowerSchool app, you can view a summary of your student’s attendance and set notification details and frequency.

In addition to the notifications, parents will receive an automated call to advise them of their student’s unexcused absence. Elementary parents will receive a call at 10:00 am. Secondary parents will receive a call at 6:00 pm.

Once your student accrues absences totaling six (6), ten (10), or more than ten (10) undocumented attendance infractions, letters will be sent to parents or legal guardians. These infractions include any combination of absence, tardy, or early departure. An attendance report will accompany the letter. You may access their attendance history at any time through the PowerSchool parent account.

*Riverview
Virtual
Academy*

Regular and consistent attendance is crucial for the success of students. Students participating in virtual learning, attendance means actively and consistently engaging in their academic programs to ensure their educational progress.

This policy aims to:

- Clearly define attendance expectations for virtual learning.
- Foster communication between RVA and the student’s home regarding attendance.

- Implement interventions to promote and encourage continuous and engaged participation and progress.
- Reduce absenteeism and truancy through proactive measures.

Attendance for Riverview Virtual Academy students is documented weekly, Wednesday through Tuesday, by their weekly check-in, class login, and maintaining their pace.

- Weekly check-in: Students must complete a weekly check-in to be considered present. It is essential for tracking engagement and addressing any barriers students may be facing.
- Class login: Students are required to log into each of their classes at least once per week to keep pace with the course requirements.
- Staying on pace: Students must stay on pace by completing assignments and activities according to the schedule outlined in each of their courses.

Truancy Notices

- Four (4) occurrences: A formal truancy letter will be sent home alerting the parent or legal guardian of the attendance issue and urging immediate corrective action.
- Six (6) or more occurrences: Student will be issued a truancy ticket which may involve more severe consequences such as mandatory counseling sessions, academic probation, or other disciplinary measures.

All students and parents are urged to adhere to this policy. Non-compliance will be addressed according to the stipulated measures, emphasizing the importance of regular attendance and participation for academic success.

<i>Attendance Codes</i>	The codes listed are what you will see in PowerSchool in your student's attendance		
	CODE	DESCRIPTION	EXPLANATION
	A	Absent	Student not in class
	B	School approved <i>(not counted for truancy)</i>	Approved leave; field trip or athletic event
	C	Called-in absence	Student contact notified school of absence
	D	Documented absence <i>(not counted for truancy)</i>	Parent or guardian provided documentation for absence
	G	Documented early release	Parent or guardian provided documentation for early release
	H	Hospital or homebound <i>(not counted for truancy)</i>	Medical documentation provided stating student cannot attend school for specified time
	I	In-school suspension	Present in school but in detention
	L	Late more than 5 minutes	Arrives more than 5 minutes after start of class
	N	Notified late	Student contact called to confirm late arrival
	O	Out of school suspension	Student suspended and cannot be present at school
	R	Present first day	Student present for the first time in a class
	S	Sport release	Student left early for approved athletic event participation
	T	Tardy	Arrives less than 5 minutes after start of class
	Y	Early release	Student left before the end of the class or school day
	V	Virtual present	Virtual student has completed two-way interaction for the week and is counted present
	U	Virtual absent	Virtual student has NOT completed two-way interaction for the week and is counted absent

The Riverview Community School District believes that consistent, on-time attendance is crucial for every student's success. We encourage parents and guardians to partner with us in fostering a commitment to punctuality and responsibility, ensuring that our students maximize their learning opportunities. Together, we can support our children in building a strong foundation for their academic and personal growth.