

RIVERVIEW COMMUNITY SCHOOL DISTRICT

ATTENDANCE POLICY

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 not only cost the student valuable instruction time, but also interrupt the instruction of other students in the classroom.

Parents and guardians are expected to make sure their children attend school on a regular basis. If your child misses no more than five or six days (national average) of school each year you are on target. If your child misses more than five or six days, please read this policy carefully.

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.

General:

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

- Michigan Compulsory Education Law (MCL 380.1147, 380.1278a, 380.1278b, 380.1284, 380.1284b, 380.1561- 380.1599, MCL 388.1701
- Wayne County Third Circuit Court, Family Division, Juvenile Division, Erase Truancy
- Riverview Ordinance Subpart A, Chapter 38, Article IX, Division 1, Sec 38-371, and Sec 38-378.)

These documents are available on the school website.

2. Parents within the Riverview School District are required by law to see that their children attend school continuously and consecutively until they reach the age of 16. (Riverview Ordinance Subpart A, Chapter 38, Article IX, Division 1, Sec 38-371, and Sec 38-378.)

3. Students within the Riverview School District are required to attend school continuously and consecutively for the entire year from the age of 12 up to the age of 16. (Wayne County Third Circuit Court, Family Division, Juvenile Division, Truancy.)

4. Teachers/administrators have the right to investigate absences.

5. When a student is absent from school, parents are encouraged to report the absence to the school office on that day. Parents must call the school no later than 7:45 AM on the day following the absence

for the absence to be recorded as excused. The parent's daytime telephone number needs to be included in the message. Parents can call at any time to report an absence using the telephone recorder. The recorder is in service 24 hours a day. Failure to report an absence will result in the absence being recorded as unexcused, and a robo-call will be made to the home that evening. The attendance number for each school is listed below:

Riverview Community High School (734) 285-7360•

Seitz Middle School (734) 285-3962

Forest Elementary School (734) 479-0611

Huntington Elementary School (734) 283-4822

Memorial Elementary School (734) 285-5526

Monitoring and assuring your child/children's attendance is the most direct way to show you think their education is important.

6. A student absent from school may not participate in a practice session or scheduled activity on that calendar day. However, a student may be excused from all or a portion of the school day and still participate in the school functions on that day for school activity absences as defined below.

7. Parents may do a homework request by calling the office or by leaving a request on the answering machine before 9:00 AM if the student is going to be absent from school for more than one day.

Attendance Infractions:

There are three types of attendance infractions. They are absence, tardiness, and early departure. These incidents cost the student valuable instruction time, and disrupt classroom instruction.

Absences:

Absences can be documented, excused, or unexcused. Each absence type is defined below.

A. **Documented Absence:** An absence that is accompanied by third party, professional documentation for the following reasons:

- **Medical** - The student was absent because of illness or to obtain health care. If an illness is chronic or long term, administration should be notified and a note from a health professional should be submitted and filed.
- **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 emergencies such as a death or funeral, serious illness, or other crisis requiring absence from school.
- **Administrative** - Absences that are necessary for personal or confidential reasons, such as court appearances, funerals, child abuse situations or other extenuating circumstances, or the student becomes ill during the school day and it is necessary to go home.
- **School Activity**- A school activity absence is an absence from school or class initiated by school activities or functions.

- **Suspension Absence:** A suspension absence is an absence due to a suspension from school for violation of the Student Code of Conduct. When students are suspended, they may not be on school grounds, or attend or participate in any extracurricular activities.

B. **Excused Absence:** Any absence that is called in by the parent or legal guardian, but is not documented as presented in A above. Some examples of excused absences include, but are not limited to:

- Staying home because the child did not feel well, but no medical attention was needed or sought
- Vehicle Breakdown
- Sporting events and trips (not school related)
- Staying home to visit, shop, attend movies, and celebrate birthdays with family and/friends
- Student is kept at home due to parent's, sibling's or other family member's illness

C. **Unexcused:** Any absence that is not called in by the parent or legal guardian, and is not documented as presented in A and B above.

Tardiness:

Students are expected to be in class on time. Students are tardy if they are not in their class when the morning bell starts to ring.

For elementary students, any missed time (tardiness and/or early departure) in excess of two hours, will be considered an absence for the day. For secondary students, a tardy in excess of ten (10) minutes in a class will be considered an absence for the class.

Early Departure:

Students are expected to remain at school for the entire school day. An early departure occurs when the student leaves, or is removed from school prior to the dismissal bell.

Tardiness and early departure will be classified under the same criteria provided for absences.

Parent Notification Concerning Attendance Infractions:

Early notification and intervention provides the greatest opportunity to improve student attendance. In addition to the robo-call for notification of absences, Riverview Community Schools will send three letters to parents and guardians informing them of attendance infractions, and providing the opportunity to discuss the attendance concerns with the building principal or assistant principal.

These letters will be sent to the home after a student has accumulated six, ten and more than ten **undocumented** attendance infractions for the school year. This includes any combination of tardiness, absence, and early departure. An attendance report will accompany each letter. The letters can be found at the end of this document labeled Appendix A, B, and C.

Riverview Ordinance Subpart A, Chapter 38, Article IX, Division 1, Sec 38-371, and Sec 38-378.):

Parents within the Riverview School District are required by law to see that their children attend school continuously and consecutively until they reach the age of 16.

Truancy:

Students within the Riverview School District are required to attend school continuously and consecutively for the entire year from the age of 12 up to the age of 16. Students who have excessive **undocumented** attendance infractions for the school year will be referred to the Riverview Police Department, and upon the recommendation of the Riverview Police Department, be referred either to the 27th District Court, Wyandotte Michigan, or the Wayne County Third Circuit Court, Family Division, Juvenile Division, for truancy.

Once again, 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. With open communication and sound record keeping, we can together promote educational success for all of our students.