

Attendance Information (Revised June 2019)

PHILOSOPHY OF ATTENDANCE

Livonia Public Schools is committed to providing our students with a world-class education that will prepare them to be productive citizens in a diverse and democratic society. That students regularly attend class should be a shared and common expectation of the schools, the students, and the parents. While our goal is to work cooperatively with parents and students, we also wish to maintain high standards and instill the work traits of punctuality and outstanding attendance necessary for success. Those students who skip class or accrue excessive absences in a class could have their grade lowered or lose credit for that class.

ATTENDANCE MONITORING (PARENT/STUDENT/SCHOOL)

All absences from individual classes will be recorded by the classroom teacher and become part of the student's permanent record. School business absences will be recorded in the attendance program as well. Parents/guardians may check a student's attendance with the online access available to all parents/guardians at any time to see if the student was in class. Parents/guardians can access our Parent Connect program through the link on the Stevenson website. Attendance can be viewed within minutes of the teacher entering the absence into the system. An automated telephone service will report absences to the student's home or designated phone number. Additionally, we strongly encourage students to monitor their own absences through the Student Connect program.

A student who has reason to believe that their attendance has been marked incorrectly for a particular class should first work to resolve the matter with the appropriate teacher. Any concerns that cannot be resolved after talking with the teacher should be brought to the attention of the appropriate administrator in a timely manner.

CONSEQUENCES FOR EXCESSIVE ABSENCES

Classroom attendance instills a concept of self-discipline, exposes a student to group interactions with teachers and fellow students, and enables a student to hear and participate in class discussion and other related learning experiences. With that understanding, Livonia Public Schools encourages daily attendance and has deemed ten (10) absences in a class during a given semester as an excessive amount.

Teachers have the prerogative to include absences as a consideration in determining a student's grade in a course. Any teacher who chooses to utilize attendance as a factor in determining a student's grade may do so with the following understandings:

1. The teacher's implementation must apply to every student in the class and the teacher must inform the students at the beginning of the semester that they will be implementing this procedure in the class.
2. Beginning with the 11th absence in a class, the student's semester grade may be negatively impacted for not being present in class.
3. For each absence 11 and above in a class, the student's semester grade may be reduced by one-third of a grade. For example, a student who has earned a B- for their semester grade, but who was absent 11 times during the semester, will have their grade reduced by one step and assigned a C+ by the teacher as the semester grade. A student who has earned a B- for their semester grade report, but who has 16 absences during the semester, will have their grade reduced by five steps and will be assigned a letter grade of D by the teacher for the semester grade.
4. The lowest a grade may be reduced due to excessive absences is a D-. For example, a student that earned a C for their semester grade, but has 32 absences can, at most, have their semester grade reduced to a D-.
5. The only grade this policy applies to is the semester grade. There will be no adjustment of grades for the marking periods.
6. Regardless of a student's absence count, a student may still earn a failing grade for their semester grade due to lack of academic performance.
7. School to parent contacts and alerts prior to a student surpassing the excessive absence standard will be made via the district's automated system. Under LPS policy, each high school will determine their contact method and contact interval. An individual teacher may make additional contacts with students and parents/guardians to communicate regarding attendance matters and concerns.

8. Students with documented medical issues or other reasonable concerns should, in a timely manner, contact their assistant principal to discuss concerns about grade reductions due to absences.
9. For students with six or more absences, the teacher will include in an IPR and/or 10-week report card a comment that reads "Grade may be reduced due to excessive absences". A teacher who reduces a student's grade through this policy must select the comment on the semester report card comment section that reads the "Grade has been reduced due to excessive absences."

TARDINESS

Tardiness to class interferes with the instructional program and creates an atmosphere in which teaching and learning are restricted. A tardy is generally defined as not being in the classroom, properly seated, when the "bell" stops ringing, signaling the end of passing time, excepting a pass from a teacher or other school authority. This student shall be marked tardy in the attendance program. A tardy may not be excused by a parent/guardian.

A student who is more than 15 minutes late for class will be considered absent and marked as such in the attendance program.

Excessive tardiness will result in disciplinary action as is outlined below:

On the third tardy, the student is issued a one-hour detention and the parent/guardian is notified. On the fourth tardy, the student is referred to their assistant principal with a Tardy Contract. Once the assistant principal has verified the four tardies, the student and parent/guardian are notified and placed on a tardy contract. This will also occur at the sixth tardy, using the previously established Tardy Contract. Each tardy after seven (7) may result in a grade reduction of 1/3 of a grade for each tardy after the 7th (following the procedures outlined above for excessive absences).

MAKE-UP WORK

The responsibility for make-up work is with the student. The length of time a student has to complete make-up work due to an absence, in most cases, will be as many days as they were absent if the absences occur on consecutive days. Under school policy, students with a school business absence will be allowed to make up, without penalty, any work missed as a result of this absence. An absence **does not** automatically extend a due date for a class assignment. In general, daily assignments may be turned in upon the student's return to school/class. A student who has been absent from class has the responsibility for obtaining and completing homework, class projects, or other graded assignments including tests and quizzes that occurred during their absence. Obligations such as projects, papers, and long-term classroom assignments which have been scheduled in advance will be expected to be submitted on or before the pre-established due date unless otherwise designated by the teacher. An absence does not automatically extend a due date for a class assignment.

A student with an excused absence, school business absence, or absence due to suspension will be allowed one day per day of absence to make-up work missed. In cases of multiple consecutive days of absence due to suspension or a pre-arranged absence, a student will be allowed no more than three days to make-up missed work. A student with an unexcused absence may not receive credit for work missed as a result of the unexcused absence. Students are required to complete all work missed regardless of why the student was absent. Students who have been issued an out-of-school suspension will need to contact their teachers within the first day of the notification of consequence to obtain the work for the period of time for which they will be suspended. Due dates and credit for work completed during a suspension will follow the policy established by the teacher for each class.

Any exceptions to the above regulations will be made only with administrator approval.

ARRIVING LATE OR LEAVING SCHOOL EARLY

When it becomes necessary to leave the immediate school property during the school day, students are required to check out at their assistant principal's office as well as at the desk in the lobby. If a student leaves without permission at any time for any reason during the school day, the student will face disciplinary action ranging from detention to suspension (consequences may also include not receiving credit for work assigned, done, or due during the time you were absent from class). Additionally, the student will be marked Absent Unexcused for the classes missed during their absence. Please see the procedures below for further clarification.

Students who repeat this behavior beyond the first offense will be suspended for additional days for each subsequent offense. Any student that needs to leave the building at any time should ask for permission before they go, including trips to the parking lot during the school day.

CHECK-IN PROCEDURE

Students arriving at school after the start of the school day (either arriving late or returning from a previously approved check-out) are required to sign in electronically at the check-in desk in the main office or main lobby. They should then proceed to class in a timely manner.

CHECK-OUT PROCEDURE

1. Any student leaving school, other than at their scheduled time, must check out through the office of their assistant principal.
2. If a parent/guardian needs to check their student out during the day, the student should come to school with a note indicating the time at which they are to be dismissed. The note should be delivered to the student's assistant principal's office when the student arrives at school.

Another option is for the parent/guardian to come into the appropriate school office to check your student out (If selecting this method, please try to arrive approximately ten minutes before you need the student to leave the school to allow your student to be called from their class and go to their locker.) A parent/guardian may also call their student's assistant principal's office at least one hour prior to their needed check out time (to allow a student to be located in time for check out.) **No electronic submissions for checking out students shall be allowed or recognized.**

3. A check-out pass will be prepared for the student in advance of their early dismissal. Before leaving, the student must sign-out electronically at the computer in the main office or main lobby. If a student does NOT check out in this manner prior to leaving the building, the absence will remain unexcused.
4. If a parent/guardian does **NOT** check a student out prior to the student leaving the building/missing class, the absence will remain unexcused.

PROCEDURE FOR A PREARRANGED ABSENCE

Routine attendance practices will be followed for excused absences of two days or less. If an absence of three or more days for reasons other than illness is necessary and known ahead of time, a request for prearranged student absence must be made through the Attendance Office. This includes family vacations of three days or more that extend into scheduled school time. Days missed because of prearranged absences will count toward the total absences allowed for the semester. If it is determined that the absence would be detrimental for the student, the administrator will advise the student and the student's parents or guardians of this.

1. The student obtains a pre-arranged absence form in the office of their assistant principal.
2. When a student presents this form to his/her instructors, each classroom teacher will record the number of absences to date, make comments, and note assigned work where necessary, and sign the form. The teacher's signature on the form does not imply approval for the proposed absence.
3. Parents or guardians shall read information on form and sign it. The absence must be then approved by the student's assistant principal. The student returns the completed form to the office of their assistant principal before the anticipated absence.

SPECIAL NOTE: Completed homework assignments for a prearranged absence must be submitted on the day in which the student returns to school. Failure to do so may result in an "E" for those assignments which have not been completed. It is the student's responsibility to make arrangements with the teacher for test make-ups as well.

ILLNESS DURING SCHOOL HOURS

If a student becomes ill at school, the student should report to the clinic in the Main/Attendance Office. If necessary, the student will be excused to go home after the school has received instructions from the home or an authorized person named on the Emergency Care Card.

TRANSFER AND WITHDRAWAL

If a student plans to transfer to another school or to withdraw from school, this student should:

1. Have the parent(s) or guardian(s) contact the student's administrator or counselor.
2. Secure an official withdrawal slip from the Attendance Office.
3. Present this withdrawal slip to each of his/her teachers, obtaining the appropriate signatures.
4. Clean out their locker and return books and materials which belong to the school to the proper teacher(s).
5. Obtain a statement from the Stevenson Business Office stating that all fees have been paid.