

Elementary Attendance**Policy 5150**Created: DRAFT
Adopted: DRAFTReview:
Expires:

The Superintendent shall, in cooperation with the Board, articulate attendance guidelines pertaining to daily student attendance at the elementary level. The policy guidelines shall distinguish between truancy and educational neglect. The attendance guidelines shall establish a clear expectation that students must attend school regularly and arrive on time to achieve academically and benefit fully from classroom instruction. The attendance guidelines will provide for problem solving with parents/guardians when attendance is inconsistent and/or detracting from school success.

Administrative Regulation		
Elementary Attendance		5150.R.01
Issue Date DRAFT	Effective Date DRAFT	Approved By Superintendent

1 Purpose

- 1.1 To provide a guidelines for attendance at the elementary level.

2 Organizational Units Affected

- 4.1 Principals
- 4.1 Teaching staff
- 4.1 Parents

3 Definitions

- 4.1

4 Background Information

- 4.1 Student attendance is essential to educational progress and achievement; a lack of attention to this issue is inconsistent with the district's focus on increasing student achievement
- 4.1 A review of SASI, indicates increasing attendance and tardiness patterns at the elementary level; economic/community issues may negatively impact student attendance
- 4.1 When a student is late it can be disruptive to the entire class
- 4.1 The student misses some of the important information the teacher shares about the work of the day; having to repeat this information because students are late is not the best use of the teacher's time and it robs instructional time form the entire class.
- 4.1 There is a legal distinction between truancy (typically a behavior assigned to the actions of the student) and educational neglect (a responsibility assigned to the guardian for not ensuring regular school attendance to the age of 16).
- 4.1 All elementary schools must consistently implement a check in/out procedure to monitor attendance and tardiness.
- 4.1 Chronically late arrival of the school bus impacts the breakfast program and significantly impacts a school's ability to monitor tardy behavior.
- 4.1 A morning school bell system that indicates when students are to enter the school and be ready for classroom instruction would more accurately reflect school hours as reported to the State of Michigan AND signal to students/ families the importance of a timely start to the school day.

5 Procedures

For Absences:

- 4.1 If a child is absent, parent should contact the school excusing/explaining the absence by 10:00 a.m.
- 4.1 Office staff contact the home/guardian of all non-excused, absent students
- 4.1 If the office staff is unable to reach the parent/guardian, the building principal will make a determination to follow up (which might include contacting a neighbor and/or driving to the student's home
- 4.1 A doctor's excuse for absences longer than 5 consecutive days is required at which time

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- the district is legally bound to provide homebound services
- 4.1 On the 7th day of unexcused absence within a single semester the District's Court Liaison Officer sends a letter to the parent/guardian to initiative inquiry and to begin problem solving (copies of all letters will be kept in the student's Cum File).
 - 4.1 On the 10th day of unexcused absence within a single semester the District's Court Liaison Officer sends a letter documenting the compulsory school attendance section of the Revised School Code pursuant to MCL380.1571-380.1599.
 - 4.1 On the 15th day of unexcused absence the District's Court Liaison Office makes a home contact.
 - 4.1 Concurrently on the 15 day of unexcused absence, the District Court Liaison Officer makes a determination to proceed with proper notification to the juvenile court.

For tardiness:

- 4.1 Students are expected to be in class, ready for instruction by the "second bell" of the morning.
- 4.1 Students who arrive after the "second bell" must first check in at the office for a tardy slip; office staff will maintain records of these patterns
- 4.1 Principal will send a letter to parent/guardian with a student is tardy 10 times in a semester (copies of all letters are kept in the student's Cum File).

Additional Next Steps:

- 4.1 Contact the County Prosecutor's Office and Rick Leyshock, WISD for support and legal guidance.
- 4.1 Concurrently, ensure that homeless families are receiving all necessary services in accordance with McKinney Vento Act.
- 4.1 Continue to work closely with Food Services to ensure the breakfast program is not contributing to a late start for struggling learners.
- 4.1 School social workers will assist the Court Liaison Officer as needed when problem solving with parents/guardians (family's context should be taken into consideration).
- 4.1 Publish new guidelines in family-friendly language (translated for non English speaking families) throughout the school year.

6 Work Instructions, Templates, & Samples

7 Training & Feedback

8 Implementation, Compliance & Assessment