

10 DAY POLICY (PER SEMESTER)

1. Only excused and unexcused absences (not suspensions) will count toward the 10 day policy.
2. Notices will be sent home when the fifth, seventh and tenth absence is reached in a class.
3. Upon violation of the ten day policy, the truancy process may be followed.

STUDENT ATTENDANCE AND RESPONSIBILITIES

1. Students are to attend each class regularly.
2. Students are to be on time to each class.
3. A student is responsible for making arrangements if they will be absent from a particular class during a school day. This involves obtaining missing assignments, and permission from the main office for out-of-school activities i.e., appointments.
4. Students are provided two days per each day they are out to make up assignments.
5. Students are to keep track of their absences and tardies.
6. Students who may be failing a course are still required to attend the class daily.

LEAVING THE BUILDING

Parent Initiated

1. The main office must have parental contact, or contact with someone on the emergency card through a call or note before the student leaves the building.
2. The attendance secretary will prepare a release slip for the student to present to their teacher.
3. Students will report to the main office, turn in the release slip and sign out at the requested early dismissal.
4. Students must be present for 38 minutes of a class otherwise they will be counted absent for that class.
5. If the reason for leaving is for an appointment (doctor, court, etc.) the student must present proof of appointment upon return to school to be readmitted the same day. Otherwise, the student may not return to school that day.

School Initiated (Suspension)

1. The main office will make contact with someone listed on the emergency card through a call to inform them that the student is being sent home.
2. The time the student is gone from classes will be considered suspended time. This leave is for students who are being suspended for disciplinary reasons.
3. Missed school work, tests and assessments during suspensions can be made up. It is the responsibility of the student to check with the teacher for any missed assignments and make up any required work/tests/projects that has been missed during the suspension. Students are allowed two days make up time per day missed.

Student/School Initiated (Illness or Injury)

A student, who becomes ill during the day, will ask the classroom teacher for a pass to the main office.

1. The student will call a parent or an approved emergency person.
2. The parent or emergency person will then call the school to give permission for release. If "#2" is accomplished, the student will be allowed to sign out.
3. If a parent or emergency person cannot be reached, the student will be held in the main office or SRC until contact can be made. All classes missed will count toward the absence total.

LATE ARRIVALS

1. A student arriving after their normal starting time must report to the main office to sign in. If they are more than 15 minutes late, they will be counted absent.
2. A parental call does not rescind a tardy or absence, but it will serve to notify the school that the parents are aware of the situation.

PARENT CALL-IN SYSTEM

1. Parents and students must work closely with the attendance secretary. Parents must call the school within 24 hours of the day of the student's absence (3:15 p.m. of the day after the absence). If contact is not made by this time, the absence will automatically become unexcused.
2. The number for the automated absence call-in system is (313)203-0605. When calling this system the following information must be given:
 - a. Student name
 - b. Grade
 - c. Student I.D. number
 - d. Name and relationship of person making the call
3. Parents may still call the regular school number and report the absence to a secretary during office hours (7:15 am - 3:15 pm). The number for the high school office is (313)203-3300. When calling this number the above information must still be given.
4. It is the student's responsibility to check with their parents to make sure a call was made.

FAILURE TO EXCUSE AN ABSENCE BY A CALL OR A NOTE WILL RESULT IN AN UNEXCUSED ABSENCE FOR THE DAY.

FIVE TYPES OF ABSENCES

1. **Excused Absence** - one, which has been confirmed by a parental call or note.
 - a) It is the responsibility of the student to check for assignments and make up any required work that has been missed during any excused absence from a regularly scheduled class. Individual teachers or departments will establish their make-up policies with approval by the administration (minimum of 2 days per excused absent day).
 - b) The student returning from an excused absence may be required to take a test immediately upon his return if the teaching was done, the test date scheduled and the student made aware of the test prior to the absence. This also applies to assignments due during a student's absence.
 - c) If a student knows they will be absent for a period that exceeds 3 days, the counseling office should be contacted so that assignments may be sent home.
 - d) Extended absences of 3 or more days will be considered excused (not exempt) if administrative approval is given. Parents are responsible for filling out the appropriate forms. All work missed must be submitted upon student's return to class unless otherwise directed by the teacher. Prior notification through this process negates the parent having to call in daily.
 - e) In the event of an emergency or an extended illness, the counselor and main office must be notified.
 - f) *All absences (excused and unexcused) count toward the 10 - Day Policy.*
2. **Unexcused Absence** - one which has not been confirmed by a parental call or note. In case of an unexcused absence, make-up privileges are the same as an excused absence. These absences count toward the 10-Day Policy.
3. **Suspension Absence** - one in which a student has been temporarily removed from school for a violation of the Student Code of Conduct.
 - a. When a student is suspended they may not attend or participate in any extracurricular or school activities. Students may not be on school grounds.
 - b. Suspension absences **do not count** toward the 10-Day Policy.
 - c. Suspensions will be served on consecutive days. If a suspension occurs during a school emergency closing, those days that the school is closed will not count

toward meeting the suspension time and the suspension will continue when the school is back in session.

In case of a suspension, make-up privileges are the same as an excused absence. These absences do not count toward the 10-Day Policy.

Teacher Initiated Suspension

In District 7, a teacher is authorized to immediately remove and suspend a student when there is aggressive, physical contact or a verbal threat to the physical well being of another person.

Procedure:

- a. The student is suspended for a full day (or the remainder of a day from a morning incident).
 - b. The teacher will immediately send the student to the principal and specify the reason for suspension.
 - c. The teacher will schedule a conference with the parents (a phone conference will not suffice for this requirement).
 - d. The principal may impose a longer suspension, but a teacher-initiated suspension is for one day.
4. **School Related Absence** - one that is initiated by school activities or functions. Examples of these would be school counselor appointments, field trips, school activities, remaining in class to finish work, etc. These do not count toward the 10-Day Policy and all work may be made up.
 5. **Responsibility Absence** - not elected court appearance, death of an immediate family member, homebound status or not elected surgical procedure. These absences are not counted toward the 10-Day Policy but must be verified by the student or their parents by documentation from the court, funeral home, school counselor or doctor. This documentation must be provided to the main office.

BEYOND THE 10 DAY POLICY

Student records will indicate the student had greater than ten days which may have contributed to the student not being successful in the course and a "F" will be given if the student did not pass the class. Truancy process may be followed.

PARENT NOTIFICATION OF ABSENCES

1. Parents will be notified of absences through a daily Tele-parent call.
2. On the fifth and seventh absence the main office will notify the parent by mail in a letter.
3. On the tenth absence, the main office will notify the student's parent(s) by mail that the student has reached the ten day policy.

PERSISTENT VIOLATION OF THE ATTENDANCE AND/OR DISCIPLINARY POLICY

Students who are persistently in violation of the attendance or discipline policy may be:

1. Removed from school for violating Michigan School Law R 340.10 if they are over 16 years of age.
2. Referred to court and/or school personnel for violating Michigan School Law 380.1561 if they are 16 years of age or under.
3. Required to attend Dearborn Heights Virtual Academy.

PROBATIONARY RE-ENROLLMENT

A student who is removed from school for attendance and/or disciplinary reasons will meet with the high school administrators to determine eligibility for re-enrollment. A student who is allowed to re-enroll will be placed on probation. After five weeks the student's status may be reviewed based on the following criteria:

1. The type of behavior, which led to the student's removal from school, is no longer evident.
2. Regular attendance in all classes must occur.
3. Written reports from teachers must show that a legitimate effort has been made to pass all classes.

If the terms of this probation are not fulfilled, a conference will be held with the parents to determine continued eligibility for enrollment.

EXCEPTIONS TO THE ATTENDANCE POLICY

1. Death in the immediate family (mother, father, sister, brother, grandmother, grandfather, child).
2. Students placed on homebound.
3. Not elected surgery.
4. Not elected court appearance, subpoena, or jury duty.

DEFINITIONS

Absence - Non-attendance by the student during the class period.

Attendance Exception - Two Types

School Related Absence - A school related absence is an absence from school or class initiated by school activities or functions. School approved absences are not counted toward the 10 Day Policy.

Responsibility Absence - One that is not an elected court appearance, death of an immediate family member, homebound status or not elected surgical procedure. These absences are not counted toward the 10 Day Policy but must be verified by the student or their parents by documentation from the court, funeral home, school counselor, or doctor. This documentation must be provided to the main office.

Attendance Failure - Failure to earn credit due to excessive absences as stipulated in the attendance policy. Designated by the grade of "F."

Excused Absence - A call from the parent/guardian telling us that they approve of the whereabouts of the student. The attendance secretary must receive a parental call or note by the end of the next school day (24 hours). Class work/tests missed can be made up.

Truant - Skipping all day or skipping hourly.

Suspended Absence - A suspended absence is one in which a student has been temporarily removed from school for a violation of the Student Code of Conduct. This absence does not count toward the 10-day policy. Suspensions will be served on consecutive days. If a suspension occurs during a school emergency closing, those days that the school is closed will

not count toward meeting the suspension time and the suspension will continue when the school is back in session.

- a. **Suspension** - When a student is suspended out-of-school for behavior that violated the Student Code of Conduct.
- b. **Unexcused Absence** - Skipping all day, skipping hourly, unauthorized absence and no parental phone call or note by the end of the next school day (24 hours).