

DEARBORN PUBLIC SCHOOLS

HIGH SCHOOL ATTENDANCE POLICY

Regular attendance plays a huge role in academic success; in fact, Michigan state law requires regular attendance.

Students who don't attend regularly may have a difficult time passing classes and may not graduate on time. Habitual absence or tardiness results in serious lapses in the accumulation of knowledge, enrichment, practical and physical skills, self-discipline, and a sense of responsibility. Teachers and administrators consider class attendance and promptness significant components affecting a student's grade.

Parents and students have a responsibility for attendance and are encouraged to schedule medical and dental appointments, personal business, and vacations outside of school hours.

A. The attendance rules and regulations require a procedure for involving parents or guardians in the validation of the student's absence. Therefore, under this attendance practice the parent or guardian is required to call the school to verify the student's absence **within 24 hours or the absence is unexcused**. This procedure applies to all students within the senior high school program of the Dearborn Public Schools.

B. Unexcused Absences will be subject to Administrative Discipline.

C. Excessive Absences can result in "Reduced Credit" within a course. (Please see "Reduced Credit Policy" Below.)

D. The teacher, and/or a member of the Intervention Team, will meet with each student at five absences and provide the student with written notice indicating that the student has reached five absences. The student and teacher will sign the form acknowledging this conference.

E. A letter will be mailed to the parents or guardians when a student reaches 10 absences.

REDUCED CREDIT POLICY

Students accumulating 10 or more qualifying absences, **excused or unexcused**, in one semester may receive reduced credit in those classes where the absences occur.

Edsel Ford High School defines absences as follows:

Absences Counted Toward Reduced Credit	Absences NOT Counted Toward Reduced Credit
<ol style="list-style-type: none"> 1. More than 15 minutes late to class Code "B" in ParentConnect 2. Two lates to the same class (lates are when a student arrives between 5-15 minutes)-Code "L" in ParentConnect 3. Four tardies in the same class (tardies are arriving after the bell rings and class begins)-Code "T" in ParentConnect 4. Students on Vacation 5. Routine or annual doctors, dentist, chiropractor, or orthodontist appointments 6. Going to court to pay a traffic ticket or appearing in court to fight a ticket. 	<ol style="list-style-type: none"> 1. School sponsored activities-Code "V" in ParentConnect for school related 2. Out of school suspensions-Code "S" in ParentConnect 3. Quarantine due to Covid- Code "U" 4. Extenuating* absence due to severe illness, hospitalization, surgery, death in the family, or required court appearance-Code "D" in ParentConnect [Documentation must be turned in within 10 days of the absence.] <p><i>*Severe illness (more than 2 days out), hospitalization, required surgery, death in the immediate family, and required court dates (subpoena) are considered extenuating only with supporting documentation.</i></p>

PROCEDURE FOR DAILY ATTENDANCE

Absences:

1. The parent or legal guardian is responsible for calling in their son/daughter's absence within 24 hours. Phone calls and/or contact after 24 hours may not result in an "excusal".

Use Parent Connect to report your child's absence

Call the Attendance Office at (313) 827-1501.

A recording is available 24 hours a day.

2. When a student is absent from class without a parent phone call to excuse the absence on that day, parents will receive a message notifying them of their child's "unexcused" absence.

Late Arrivals:

3. Whenever a student is entering the building after the morning tardy bell, he/she must check in at the Attendance Office. **A student who brings food or beverages to school after the tardy bell will not be able to take the items into their classrooms.**

Leaving the Building:

4. When a student must leave the building during the day, **parents must call to excuse the student prior to the start of the school day.** The student is responsible to pick up a pass in the Attendance Office before 1st hour to have him/her released from class.
 - a. Though we understand emergencies occur, this is the best way to ensure a student is dismissed at the requested time
5. No student will be allowed to sign out of the office without contacting the parent to give the student permission to leave regardless of the student's age.
6. Upon returning to school that same day, the student must again stop in the Attendance Office and provide proof of appointment in order to be readmitted the same day.
7. **No one will be allowed to sign out for lunch.**