

Lincoln Park High School
Attendance Policy-Revised 5-03

1. **Absences** will be classified as excused or unexcused. An excused absence is any absence having parent/guardian knowledge and approval, and is communicated to the school via the parent/guardian (regardless of the student's age). Excused absences fall into these categories:
 - A. An all day absences
 - B. A late arrival to school
 - C. A permit to leave the building.
2. **Excused Absences** shall be limited to ten (10) not including school related activities. Additional excused absences (such as reoccurring medicals or other extenuating circumstances) may be granted by the administrator with parent/guardian consultation
3. **Unexcused Absences** is an absence not having parent/guardian knowledge and approval and not subject to other provisions in this policy. An unexcused absence shall be handled as follows:
 - A. One-Three unexcused absences will generate a call via phone master and computer generated letter home to the parent/guardian.
 - B. On the third unexcused absence for the semester, the counselor will contact the student and parent and a letter is sent to the home.
 - C. On the fourth unexcused absence the administrator calls the student and parent in for a conference.
 - D. The fifth unexcused absence, the administrator has a conference with the student and parent* (continued absences may result in an Alternative Education placement and/or court petition). *If the parent does not attend the conference, in-house suspension and filing a court petition may occur.
4. **Tardy Defined:** A student shall be deemed tardy when not completely in the room when the bell stops ringing. Late arrival beyond ten (10) minutes shall be considered an absence.
 - A. From the first to the third tardy, the teacher will speak to the student.
 - B. On the 4th tardy the teacher contacts the parent/guardian.
 - C. For the 5th and 6th tardy, the student is assigned an in-house suspension by the teacher for one hour and serves during the same hour of the day after assigned, and the teacher calls the home (the student shall not be admitted to class until the suspension is served. Any absences incurred are subject to attendance policy enforcement).
 - D. On the 7th tardy the student's counselor calls the home and assigns two hours of in-house suspension served during the same hour on two consecutive days (the student shall not be admitted to class until the suspension is served and any absences incurred are subject to attendance policy enforcement).
 - E. On the 8th tardy the administrator assigns a full day in-house suspension and notifies the parent/guardian.
 - F. Upon the 9th and for each additional tardy the administrator assigns a full day regular suspension (parent/guardian conference may be required).
 - Note: Procedure for the 6th and higher applies unless 20 school days elapse after the 5th tardy, in that case the tardy is handled as if it were the 1st. Teachers will attach an assignment to the in-house suspension referral. The make-up policy requires a grade reduction for work completed during in-house suspensions. All references to tardies are for each class each semester.
5. **Make-up work:** Make-up work will be allowed as follows:
 - A. Excused absences or School Related absences-full credit (the extension for work is equivalent to the number of days missed.)
 - B. Un-excused and/or In-House suspension-assignment(s) lowered one full grade (the extension for work is equivalent to the number of days missed).
 - C. Regular Suspension-no credit.
6. **Suspensions:** A suspension shall not constitute an absence. Make-up work will not be allowed. The unexcused absence policy will be enforced for students failing to report for "In-House" suspension.
7. **In-House Suspensions:** Will be assigned as follows:

- A. If the parent or guardian does not appear for an attendance conference required by the administrator.
 - B. If the administrator determines that it is appropriate due to a violation of the Student Code of Conduct or as a response to a teacher referral.
8. Home Notification: The parent or guardian must call the attendance office on the date of an absence for an absence to be considered excused. Parents may access an automated phone line from 3:30 p.m. to 7:00 a.m. to excuse their student for the previous days absence. The attendance office will notify the parent or guardian via phone master of all unreported absences (this will be done on the date of the absence).
 9. Self-Call In: Students 18 and over with extenuating circumstances may request permission to self-call in absences. When an administrator grants permission, calls for an absence must be received on the day of the absence.

School year 2003-2004

OTHER ATTENDANCE POLICY PROVISIONS

1. **Suspensions**: A suspension shall not constitute an absence. Make up work will not be allowed. "In-house" suspensions shall be first through sixth hours. The unexcused policy will be enforced for students failing to report for an in house suspension. N excused absence occurring within a suspension shall extend the suspension so it is completed upon return. Some suspensions may be of a nature requiring exclusion from school. Such suspensions will not be considered an absence but make-up work will not be allowed.
2. **Student Contract**: At the beginning of the school year, students will sign a statement of awareness concerning the attendance policy. The statement shall be filed for use in the future if necessary.
3. **Statutory Provision**: It is understood that nothing in this policy would abridge a student's right to a full education as provided for in the statues of the State of Michigan, particularly the requirement that any student under sixteen (16) years of age must attend school on a full time basis.
4. With extenuating circumstances an administrator may excuse an absence.

ATTENDANCE PROCEDURES IMPLEMENTATION

- A. **Parent/guardian calls must be received on the day of an absence for it to be excused.** The parent/guardian should contact the attendance office between the hours of 7:00 a.m. and 3:30 p.m. From the hours of 3:30p.m. and 7:00 a.m. an automated phone system is available for those parents that are unable to call during regular school hours.

ATTENDANCE OFFICE TELEPHONE NUMBERS

(313) 389-0242

(313) 389-0243

(313) 389-0244 (AUTOMATED PHONE SYSTEM NUMBER)

- B. Parents/guardians will be notified by the school (phone master) on the day of an absence if no call has been received.
- C. Permits to leave the building will be considered excused within policy limits. Permits to leave the building will be issued through the attendance office after parent/guardian contact.
- D. It is understood that nothing in this policy abridges a students right to a full education as provided for in the statues of the State of Michigan, particularly the requirement that any student under sixteen (16) year of age must attend school on a full time basis.
- E. Recognition for perfect attendance by students will be presented at the Annual Awards Convocation held each spring.