



Policy: 9.11

SUBJECT: **STUDENT ABSENCES AND EXCUSES**

Supersedes: JED
Effective: September 8, 2008
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Approved by: Detroit Board of Education

1.0 Policy

Regular school attendance is vital to the progress and achievement of all students. Students have a responsibility to attend schools regularly; the schools have a responsibility to maintain a safe and secure environment which will stimulate both learning and attendance. These school responsibilities can be best fulfilled when shared with the community, parents, and students.

Therefore schools will develop attendance procedures in accordance with state law, citywide attendance regulations, and the guidelines below:

1. Each school will adopt procedures relating to absences and tardiness within the school. These procedures will be submitted to the General Superintendent for approval. The procedures will be disseminated to all staff members, students, and parents. Opportunities will be provided for the discussion of procedures between staff and students to ensure that students understand their responsibilities.
2. Each building administrator will assume the primary responsibility for implementing school attendance and tardiness procedures and for monitoring administrative, teaching, and supportive personnel relative to their duties and responsibilities in regard to attendance. The principal will be responsible for providing and coordinating supportive services which individual students may require and for administering appropriate disciplinary measures as necessary.
3. Teachers will be initially responsible for identifying, recording, and reporting student attendance and tardiness. The teaching staff must (1) keep accurate records and daily classroom attendance records; (2) provide initial counseling to students who exhibit problems in attendance or punctuality; (3) refer students who continue to exhibit poor attendance patterns to the school counseling service and/or administration for additional supportive services and disciplinary action as needed.

4. Designated staff will be responsible for coordinating and supervising the accurate recording of daily attendance reports from classroom, homeroom, or record room teachers. Counselors will provide supportive services to students who exhibit poor attendance habits and, when appropriate, will confer with the parents of these students. Counselors will also prepare or directly supervise the preparation of the appropriate form for referral to the attendance department of those truancy cases that require investigation and/or intervention by the attendance department. The principal or his or her designee will assume this responsibility in schools where counseling service does not exist.
5. The attendance department will investigate all truancy referrals from schools to determine the cause of absence and where necessary will counsel truant students and their parents. Counseling service of the local school, the department of social work services and/or community agencies may be requested to assist in this counseling process.

The attendance department will coordinate its activities with area administrators in assisting the schools.

Note: Citywide regulations (elementary, middle, and high school editions) on school attendance are available from the attendance department.

Attachments to Policy 9.11: None

See also: None

Legal References: MCLA § 380.1561(1)
MCLA § 380.1571
MCLA § 380.1577
MCLA § 380.1586-380.1589
MCLA § 380.1596
MCLA § 380.1599

Labor Contract References: None