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**Attendance Policy**

It is the law in Michigan that between a child’s 6th and 18th birthdays, attendance is required each day during the instructional school year unless otherwise legally exempted or excused. School employees must investigate and report violations of the state compulsory attendance law.

Attendance will be taken on all days that school is in session during the traditional school year, as well as the summer. Excused absences are those absences for religious holidays, illness confirmed by a parent or guardian (doctor confirmation is needed for illnesses causing more than one day of absence), family tragedy, or school-related activities. If a scholar must miss school due to sudden illness or a family emergency, the school must be contacted by 8:30 a.m. for an absence to be considered excused. If doctor, dentist, or other appointments need to be made, the expectation is for every attempt to be made to schedule appointments on early dismissal days (Fridays) or school holiday dates. Scholars with excused absences are also responsible for making up any missed assignments in a reasonable amount of time set by the teachers.

**Attendance:** Absences may be excused only for illness, or for a verifiable family emergency. These **absences can be excused only if a written note from the legal guardian is received in the main** **office within 48 hours of the scholar’s returns to school. A doctor’s note or other official** **documentation is required for an absence period of more than 2 consecutive days.** Notes from the doctor must come from the doctor on their letterhead. If a scholar is to be out, the parent/guardian should inform the main office before 8:00 a.m. if possible.

Scholars who are absent for all or part of any day may not attend or participate in any extracurricular event or sporting event on that day or night except with written permission of the Principal. For make-up work due to absences, scholars are given as many days to turn in work as they were absent. For example, if a scholar were absent for two days, he/she would have to turn in make-up work by the second day after he/she returns.

**Truancy Policy**

Purpose

Michigan law places responsibility on scholars to attend school and on parents or guardians to send their children to school on a daily basis. Excessive absences hinder a scholar’s progress and adversely affect the scholar’s educational experience. At American Promise Schools, we value every scholar and seek to provide for his/her educational needs.

Compulsory Attendance MCL 380.1561

Consistent and regular attendance as required by Section 1561 of the Michigan Revised School Code requires all children to attend school until the age of 16, with few exceptions. In addition, the law mandates that a scholar who turned age eleven on or after December 1, 2009, or who was age eleven before that date and entered grade 6 in 2009 or later, must attend school until they are 18 years old unless they have earlier graduated or meet the exceptions allowed by Michigan law. For purposes of illustration, scholars who are age 14 or under during the 2012-2013 school year and those who enroll at any time after the 2012-2013 school year must attend school until they are 18 years of age unless they have earlier graduated or meet the exceptions allowed by Michigan law. The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled.

Truancy

Truancy consists of more than ten (10) unexcused absences during a school year. Truant scholars and parents of truant scholars are subject to prosecution by the Wayne County Prosecutor for Truancy (in the case of the scholar) and/or Educational Neglect. Parent/guardian does not ensure the legal requirement of regular school attendance until the scholar reaches the appropriate age. The Truancy Policy is used in conjunction with the Attendance Policy contained in the Scholar and Parent Handbook.

Truancy Team

The Truancy Team is to include the scholar’s advisor, the Dean of Culture, and the parent or legal guardian. The Truancy Team will work in close conjunction with the Office Manager who will maintain the attendance database and the school’s administrative team for additional support.

Policy

1. Upon the occurrence of three (3) consecutive absences or five (5) total absences within a semester, a phone call will be made by the advisory teacher to inquire as to why the scholar is absent and remind the parent/guardian of the school’s truancy policy. The advisory teacher will make a notice to the truancy team that the phone call was made to the parent.
2. Upon the occurrence of five (5) consecutive absences or a total of eight (8) absences within a semester, the scholar shall be referred to the truancy team for intervention strategies and investigation to address the attendance issue(s) for each scholar before a referral for school truancy or parental educational neglect is filed with the Wayne County Prosecutor’s Office – Juvenile Division. Additionally, upon the occurrence of eight (8) total absences, certified notification will be sent to the home of the scholar warning of the potential referral to Wayne County Prosecutor’s Office.
3. Intervention strategies can include:
	1. Meeting scheduled with parent(s)/legal guardian and truancy team
	2. Home visits
	3. Completion of attendance plan for scholar
	4. Subsequent review of attendance plan and fulfillment of attendance plan by scholar
	5. Referral to social worker by truancy team if necessary
4. If the scholar fails to return to school after 10 total days and all other measures are exhausted including official notification submitted to the parent/guardian, a referral is completed and submitted by the truancy team to the Wayne County Prosecutor’s Office