



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. 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 student 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 during school break dates or after 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. Students with excused absences are also responsible for making up any missed assignments in a reasonable amount of time set by the teachers.

For make-up work due to absences, students are given as many days to turn in work as they were absent. For example, if a student 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

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 Escuela Avancemos! Academy, 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 student 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, students 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 students and parents of truant students are subject to prosecution by the Wayne County Prosecutor for Truancy (in the case of the student) and/or Educational Neglect. Parent/guardian does not ensure the legal requirement of regular school

attendance until the student reaches the appropriate age. The Truancy Policy is used in conjunction with the Attendance Policy contained in the Student and Family Handbook.

Family Vacations

Parents planning to take their child on a trip must notify the principal at least two weeks before departure. Family vacations will be considered unexcused absences. Lengthy trips are discouraged and may be cause for withdrawal. Students will be tested and if a student is not at grade level, the student may be retained at their current grade level. It becomes the student's responsibility, with the help of the parents, to make arrangements with each teacher for missed assignments and to complete assigned work upon his/her return to school. The student is to complete all assignments within the same number of days as the length of the vacation. Incomplete assignments will not receive credit.

Students who miss an announced test during their absence will take the test when all missed work is completed and within the same number of days missed due to the vacation. No exceptions will be made to this policy, including asking for work in advance of the trip.

Attendance Committee

The attendance committee will work in close conjunction with the Principal and scholar's parent to resolve truancy issues.

Policy

1. Daily absenteeism attendance calls made by main office staff.
2. Upon the occurrence of three (3) consecutive absences or five (5) total absences within a semester, a phone call will be made by main office staff to inquire as to why the student is absent and to remind the parent/guardian of the school's truancy policy. The main office will maintain a log--accessible to the attendance committee--that the phone call was made to the parent.
3. Upon the occurrence of five (5) consecutive absences or a total of eight (8) absences within a semester, the student shall be referred to the intervention committee for intervention strategies and investigation to address the attendance issue(s) for each student 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 student warning of the potential referral to Wayne County Prosecutor's Office.
4. Intervention strategies can include:
 - a. Meeting scheduled with parent(s)/legal guardian and attendance committee
 - b. Home visits
 - c. Completion of attendance plan for student
 - d. Subsequent review of attendance plan and fulfillment of attendance plan by student
 - e. Referral to social worker by intervention committee, if necessary
5. If the student reaches 10 total days of unexcused absences and all other measures are exhausted, including official notification submitted to the parent/guardian, a referral is completed and submitted

by the attendance committee to the Wayne County Prosecutor's Office. The principal will always sign off on all such referrals.