



MILAN AREA SCHOOLS ATTENDANCE POLICY

This policy outlines the steps followed by each of the school buildings in communicating with a student's parent/guardian regarding their student's attendance.

Purpose and Importance of Regular Attendance: Regular school attendance is essential for student success. Consistent attendance ensures that students fully engage in their education, develop academic and social skills, and build a strong foundation for lifelong learning. Excessive absences can negatively impact academic performance, disrupt classroom instruction, and create gaps in learning. The district is committed to fostering a culture of attendance and working with families to address barriers that may prevent students from attending school regularly.

Attendance Expectations

1. **Compulsory Attendance:** Per Michigan state law, all students between the ages of six to eighteen must attend school regularly unless they are excused under the provisions outlined below.
2. **School Day Schedule:** Students are expected to be present for the full instructional day. Arriving late or leaving early may count as a partial absence.
3. **Parental Responsibility:** Parents/guardians are responsible for ensuring their child attends school daily and notifying the school when absences occur.

Excused Absences: Absences are considered excused when a parent or guardian contacts the school and provides a reason for the absence. **These absences will still be considered part of a student's total number of absences.** Medical absences with a doctor's note or absences due to a funeral, religious observance, court appearance, school business, military service, or homelessness are not included as part of a student's total number of absences.

Unexcused Absences: An absence is considered unexcused when a parent or guardian does not provide a reason for the absence.

Truancy and Chronically Absent Description

Chronically Absent: When a student is absent for 10% or more of the days in a school year, whether absenteeism is due to unexcused, excused, or disciplinary absences. Students are considered chronically absent when any of the following occurs:

- missing 3 days of school within the first month of the year
- missing 7-8 days of school within the first half of the year
- missing 18 days of school in the entire school year

Truant: When a student has 10 or more unexcused absences at any point in the school year. Students and families who have met this criterion may be reported to Washtenaw County's Prevention, Education, & Permanency Unit for additional support. A referral to Child Protective Services for educational neglect may also be considered if determined necessary.

Late Arrivals, Early Pick-Ups, and Tardies

At the elementary level, a student who arrives after the designated school start time up to 14 minutes past the school start time is considered tardy. Students who arrive later than 15 minutes past the school start time are considered absent for the morning. At the elementary level, a student who leaves school 30 minutes prior to the end of school is considered absent for the afternoon.

At the secondary level, a student is considered to be tardy when they arrive to class late, but within the first 10 minutes of the start of the class period. A student is considered absent when they did not report to class at all or when they have missed more than 10 minutes of the class period.

Attendance Notification

Parents/guardians are expected to monitor their student's attendance through PowerSchool regularly. If a parent/guardian does not contact the school to report an absence, they will receive an automated phone call to alert them.

Families of students who are chronically absent will be notified of their student's absences at least every trimester (Young 5's-8th grade) or semester (9th-12th grade). When a student has had 15 days of absences within a school year, the Washtenaw Intermediate School District's Education Project referral may be submitted for case review and additional support. Families may also be required to schedule a meeting with the school social worker and/or administration to complete an Attendance Improvement Plan to discuss how the school and the student's family can work together to improve the student's attendance for the remainder of the school year.

Drop Policy

If a student has been absent for 15 consecutive days and the absences have been unexplained, with no communication from the student's parent/guardian, the student will be unenrolled from school. In addition, the building principal or assistant principal may file truancy with Washtenaw County's Prevention, Education, Permanency Unit and a letter will be sent to notify the student's parent/guardian.