

Bedford Public Schools Elementary Attendance Policy Administrative Regulation

Attendance Policy – Elementary Schools

The Bedford Board of Education believes regular school attendance is essential to quality education. Compulsory attendance of all students between the ages of 6 and 16 shall be enforced in compliance with the laws of the State of Michigan.

Upon arrival at school, all students must proceed directly to their classroom, where attendance will be taken. Children will be marked **absent, tardy** as the situation warrants.

Tardiness / Half - Day Absences

Students who arrive at school after the school day begins must report to the office and sign in prior to going to their classroom.

Tier II (AM Attendance-8:10 AM-11:40 AM / PM Attendance-11:40 AM-3:10 PM)

*AM Attendance needs to be submitted by **8:20 AM***

PM Attendance needs to be submitted prior to leaving at the end of the day

- AM Tardy – **8:15 AM** to 9:45 AM
- AM Absent – after 9:45 AM to 11:40 AM
- PM Tardy – **11:45 PM** to 1:45 PM (**12:10 PM -1:45 Kindergarten PM Tardy**)
- PM Absent – leaves school before, or arrives after 1:45 PM
- Left Early – leaves after 1:45 PM but before 3:10 PM dismissal (must be signed out in the office by a parent or guardian)

Tier III (AM Attendance-8:50 AM-12:20 PM / PM Attendance-12:20 PM-3:50 PM)

*AM Attendance needs to be submitted by **9:05 AM***

PM Attendance needs to be submitted prior to leaving at the end of the day

- AM Tardy – **8:55 AM** to 10:25 AM
- AM Absent – after 10:25 AM to 12:20 PM
- PM Tardy – **12:25 PM** to 2:25 PM (**12:45-2:25 Kindergarten Tardy**)
- PM Absent – leaves school before, or arrives after 2:25 PM
- Left Early – leaves after 2:25 PM but before 3:50 PM dismissal (must be signed out in the office by a parent or guardian)

Substitute teachers will send written attendance to the office. (A hard copy class list should be provided to the substitute upon sign in or in the substitute folder). Upon return from absence, the classroom teacher will enter the attendance into TAC.

All students will report to the office to gain a class entry pass.

Attendance will be reported on the student's progress report.

The weekly attendance audit report program required for the official 6 week (twice yearly) count window, "can at the discretion of the teacher, be either printed by the teacher signed and submitted to the office within (3) three school days. Alternatively, the teacher can generate a PDF format weekly attendance audit report and email it to the building office where it will be

printed. In this case, the teacher must verify and sign the report within (3) three school of submitting his/her email report.” The quoted directions are the settlement between the District and the Bedford Education Association. 6/3/09

Absences

Students sometimes miss school because of illness, family tragedy, or other unavoidable reasons. A written notice of the reason for the absence must be submitted to the school upon the student’s return. These occasions should be minimal. Personal convenience absences, including vacations, are strongly discouraged when school is in session. As school attendance is essential to success, patterns of excessive single day absences, repeated tardies, or early departures may lead to a mandatory meeting with the school administration. It is crucial that the home and the school work together to maintain regular attendance. Our goal is to avoid truancy issues.

Truancy

Regular school attendance is one the basic components of a good education. A student’s excessive absences may result in the referral of the student and the student’s parents to the Monroe County Prosecutor’s Office. Upon the 8th absence by a student (an out-of-school suspension does not count as an unexcused absence) the school administrator may meet with the student and student’s parents to address the issue of truancy and offer assistance to the parents in eliminating this behavior. If the pattern of repeated absences continues, the building administrator will contact the Monroe County Prosecutor. There are three ways in which the Prosecutor’s Office and the courts can become involved to attempt to solve a student’s truancy problem:

1. Charge parents in District Court.
2. Charge juvenile criminally in Family Court.
3. Open a Child Protective Proceeding in Family Court

Religious Instruction

Students who miss class to attend religious instruction or services will not be counted absent pending parental confirmation with the Principal.

Make-Up Work

Parents who seek homework for their absent child must make arrangements with the office. Requests for homework (made before 9:00 a.m.) will be available by the end of the day.

School Delays

In the event of inclement weather, parents should listen to local radio stations for school cancellation or delay information. If school is delayed, the starting time (as announced) will be up to two hours after the normal starting time for classes.

On a 2-hr. delay day, if a student arrives after the DELAYED start time, they will be counted tardy until 11:45 Tier II; or 12:25 for Tier III. Any student arriving after the tardy time will be marked absent for the ½ day AM session.