

# Law Academy's Attendance Policy 2021-2022

Students are expected to in attendance every day. School hours are 7:30a- 2:40p, Monday through Friday.

**Absence:** Students are considered **absent** if they are not present in class and/or leave early without consent.

When students are absent 2 consecutive days:

- Classroom teacher(s) and/or Attendance Agent will contact household regarding absences
  - If student had doctor's appointment and given an extended absence excuse, immediately email copy of absence excuse to [angela.johnson@detroitk12.org](mailto:angela.johnson@detroitk12.org)

When students return to school:

- Assignment missed and/or assigned will be given within 48 hours
  - All absences excuses should be emailed to school's Dean of Culture, Ms. Johnson, at [angela.johnson@detroitk12.org](mailto:angela.johnson@detroitk12.org).
    - Copy of absence excuse will be forwarded to all associated teachers/support staff

If student repeats absence of 2 consecutive days:

- Classroom teacher(s) and/or Attendance Agent will continue to contact household regarding absences
  - After 5 consecutive absences, student will be put on attendance probation
  - After 10 consecutive absences, student will be referred to Truancy Court
- After 5 total absences, Attendance Agent will contact household
- After 7 total absences, Attendance Agent will email *Attendance Concern* letter to household
- After 10 total absences, student will be placed on attendance probation
- After 15 total absences, student will be referred to Truancy Court

**Tardy:** Students are considered **tardy** if they are not present in class 5 minutes after each class start time.

Students arriving to school at or after 8:10a:

- Must report to the main office for a signed tardy pass

**Early Release:** Students who must **leave school before the dismissal bell time**, must be signed out by the parent/guardian or authorized adult (18 years or older but not in secondary school)

Parent must call main office in advance prior to arrival for early release

- Parent must sign the student out in the main office

(<https://detroitk12.org/content/wp-content/uploads/2012/09/Attendance-Policy-2013-2014-Final.pdf>,  
<https://www.freep.com/story/news/education/2018/06/25/detroit-schools-absenteeism-truancy/732779002/>)