

## **CHS ATTENDANCE POLICY**

### **PHILOSOPHY**

The Clarenceville School District believes that regular and timely attendance in classes is directly related to individual student achievement and contributes to an orderly school environment benefiting all students. At Clarenceville High School, we believe that six or more absences in the same class, excused or unexcused, during a 12 week term is excessive and adversely affects the learning potential of the student.

Clarenceville High School strives to help students develop to be both academically and socially prepared in their adult lives and believes that regular and timely school attendance contributes in each of these areas. Academically, it is vital to the success students attain in their studies. All absences result in the loss of valuable instructional time. Daily teaching, interaction with teachers and other students, discussions, lectures, clarifications, explanations, audio-visuals, reports, and more constitute crucial parts of coursework that cannot be duplicated. Socially, developing a positive attitude toward school attendance sets the tone for this kind of responsibility in the future. Regular and timely attendance is vital for students to receive the full benefit from their educational experiences. For these reasons, Clarenceville High School expects parents to exercise good judgment when making decisions about school attendance.

Regular school attendance is required by Michigan law and is the responsibility of parents and students. Michigan school laws are very strict in regard to the compulsory attendance of children 6-15 years of age, and hold parents/guardians responsible for their child/children's regular attendance in a manner, which is "continuous and consecutive for the school year." (MCL 380.156 (1)). If attempts by the administration to improve a student's attendance fail, it may be necessary to petition the juvenile court or other public agencies for assistance. The prosecuting attorney has the option of filing criminal charges against parents/guardians, filing delinquency charges against the student in family court, filing educational neglect charges against parents/guardians in family court, or any combination of these alternatives.

Classroom attendance records are maintained according to the established school district policies and the state of Michigan child accounting procedures. Teachers maintain an accurate count of each student's attendance with all dates and the number of days a student is absent. Clarenceville High School believes that parents and school personnel must work together to offer appropriate assistance to students with attendance problems. In order to assist students in meeting their educational goals, the following regulations have been developed.

### **ABSENCE POLICY**

Each absence	*Automated phone message notification. (not called in by parent)
4 <sup>th</sup> Absence	*Letter sent home from the Attendance Office
7 <sup>th</sup> Absence	*Letter sent home from the administration
10 <sup>th</sup> Absence	*Student sent home until meeting with Administrator
13 <sup>th</sup> Absence	*Student sent home until meeting with Administrator (and every 3 <sup>rd</sup> absence thereafter)

### **ATTENDANCE RULES**

- Any student arriving to CHS after 7:40 a.m. must sign-in at the office.
- Once a student has reported to school, any unexcused tardiness in excess of ten (10) minutes (1<sup>st</sup> period), five (5) minutes (periods 2 – 5) will be considered an unexcused absence.
- Unless prior arrangements have been made with administration, students are expected to attend all of the classes on their assigned schedule.
- Students must be in attendance **three (3) full class periods** to attend and/or participate in **any extracurricular activity**. This includes, but is not limited to, athletics, dances, musical performances and the school musical. Special consideration may be given by building administration if proper documentation and or explanation for absence is received.
- If it becomes necessary for a student to leave the building during the school day other than for lunch, a parent or guardian must come to the office to sign the student out. Any student who fails to sign out may be considered skipping.
- Students returning to school on a day in which they have signed out must sign-in at the office.

#### **Steps to follow to make proper notification of an absence**

- A parent or guardian must call the high school attendance office at 248-919-0208 to report the absence. The attendance office phone records messages 24 hours per day, 7 days a week.
- If no phone contact has been made on the day of the absence, a parent or guardian must send a signed, dated note with the student's name, date(s) and reason for absence by 9:00 a.m. on the day he/she returns to school **or** call the school by 10:00 a.m. on the day following the absence.
- If the absence is pre-planned a parent or guardian must notify the school prior to the absence.

#### **Excused Absences**

The following reasons will be considered excused absences **if the school is properly notified**.

- personal illness of the student or an immediate family member where the student's presence is needed.
- medical or dental care
- legal business
- emergency child care situations
- exceptional and unexpected transportation difficulties
- pre-planned absences obtained in advance with administrator approval
- excused tardiness in excess of 10 minutes (1<sup>st</sup> period) 5 minutes (periods 2 – 5), or excused from class more than 10 minutes before the class ends

#### **Advanced Excused Absences**

Parent(s) or guardian requesting the student be excused for a period of time must make the request by phone or in person at least two (2) days in advance. All requests will be handled on an individual basis. The following reasons may cause the request to be denied:

- If, in the judgment of the administration of the teacher, the length of the absence will seriously jeopardize the student's grade.
- Poor attendance of the student

If the student makes a decision to leave after the request has been denied, all classes missed will be considered unexcused and the unexcused absence policy will be enforced. **No advanced excuse will be approved during scheduled term exams.**

#### **Unexcused Absences – (Per class)**

Unexcused absences are defined as an absence for any other reason other than those listed excused or exempt. Any unexcused tardiness in excess of 10 minutes (1<sup>st</sup> period), 5 minutes (periods 2 – 5) will be considered an unexcused absence. They include but are not limited to:

- Skipping school (truancy)

- Leaving school without permission (A student may not leave school without permission from parent/guardian. A student must sign out and receive permission to leave school.)

If an absence is unexcused, the student may not be allowed to make-up work or tests done in class that day for credit. If an absence is unreported, the School Messenger System will call the home to report the absence. If a student fails to attend class(es), and a parent/guardian has not called the office within 24 hours of the student's return, the absence(s) will be recorded as unexcused.

### **Exempt Absences**

Exempt absences are not counted in the student's total absences. All exemptions must be verified by a written statement from the agency where the business was transacted. Documentation exempting absences and a completed Exemption Request Form must be turned in to the attendance office within five (5) days of returning from the absence. Exempt absences include, but are not limited to:

- Repetitive medical appointments that can not be conducted outside of school hours.
- Legal business that can not be transacted outside of school hours.
- Funerals (Exemptions for non-family members must be pre-approved by an administrator.)
- Extended illness (Three or more consecutive days with medical documentation)
- Grave family emergencies
- Recognized religious holidays
- Absences due to extenuating circumstances (Must have administrative approval)

**Absences due to exceptional and unexpected transportation difficulties will not be exempted. An exemption will not be granted if the request for an exemption is not submitted within five (5) school days.**

### **School Related Absences**

These types of absences do not count as either an excused, unexcused, or exempt absence; therefore they do not count in the student's absence totals. School related absences include, but are not limited to:

- Field trips and other school functions, which cause a student to miss a class or classes
- Suspensions imposed by a school administrator

### **Attendance Incentive – Third Term Seniors Only**

Seniors with a grade of at least a B (83% and/or above) and four (4) or fewer absences for the spring term will not be required to take the final exam. School-related absences and exempt absences will not be counted in this total and are not calculated in this exam exemption. All other absences will be counted in the total when determining exam exemption. A senior who does not have to take the exam may do so to try to better his/her grade. The exam grade will not be averaged if it will not help the senior's grade. The building administration will make the determination on any senior in question.

### **Tardy Policy – (Per Class)**

Tardiness is a disruption to the educational process and a discourtesy to staff and fellow students.

- Students will be considered unexcused tardy if they are not in the classroom when the tardy bell has stopped ringing.
- Tardies will be counted on a per term basis.
- One minute warning bell to warn students they have one minute to get to their classes.
- The teacher will verbally inform students when they are tardy.

The following progressive discipline steps will be taken:

- On the 3<sup>rd</sup> tardy, the teacher will verbally inform the student that they have received their 3<sup>rd</sup> tardy.
- On the 4<sup>th</sup> tardy, the teacher will notify the parent/guardian.
- On the 5<sup>th</sup> tardy, the student will be assigned a 30 minute after-school detention and parent/guardian will be notified.

- On the 6<sup>th</sup> tardy, the student will have a conference with an administrator, a 60 minute detention will be assigned and the parent/guardian will be notified.
- On the 7<sup>th</sup> tardy, the student will be assigned a one-day suspension and a meeting with student, parent/guardian, and administrator will be held.
- On the 8<sup>th</sup> tardy, the student will be sent home until a meeting with the student, parent/guardian, and administrator is held.
- Repeated tardiness will be considered persistent disobedience.