

Attendance

Students may not exceed twelve (12) total absences (excused, unexcused, and fifteen-minute tardy) per class per semester. The twelve (12) day maximum absences apply to each class and are not the total of all classes. Excused and unexcused absences are counted. Family trips, vacations, and college visitations will count toward the twelve (12) days as excused absences and must be arranged ahead of time. Special situations as they occur will be dealt with on an individualized basis by the administration.

1. Excused Absences

Students are excused if parent(s)/guardian(s) contact the school Attendance Office before or during the first day of absence or within twenty-four (24) hours of the student's return to school, and the reason provided is accepted by the school principal. If parent(s)/guardian(s) request homework for their student because of extended illness, they should allow at least one school day for teachers to prepare such homework assignments.

a. Examples of excused absences are:

- Non-school sponsored college visits (on or off campus);
- Illness (in or out-of-school/program);
- Pre-arranged excused absences for student participation in approved non-school competition and performance activities;
- Family travel (with prior approval);
- Medical appointments that cannot be scheduled outside of the school day;
- Court-ordered appearances;
- Death in the student's immediate family, close friend, or relative;
- Religious holidays;
- School-related absences;
- Homebound/hospitalized;
- Suspension;
- Other reasons authorized by the principal or designee.

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b. Homework for Excused Absences:

Students with excused absences will be allowed to make up assignments. It is the student's responsibility to ask his/her teacher for the work he/she has missed. All missing work must be made up within the marking period in which the absence occurred. If there are extenuating circumstances, a student may be given additional time to complete the work at the principal's discretion.

2. Unexcused Absences

If the parent/guardian does not contact the school within twenty-four (24) hours of the student's return to school, accumulated absences are recorded as "unexcused" in the student's attendance record. Students may also receive unexcused absences if the principal does not accept the reason given for the absence. At the principal's discretion, if there are extenuating circumstances, an exception may be granted.

a. Examples of unexcused absences are:

- Arriving 15 minutes or later to a class unless there is a verifiable and unavoidable personal emergency;
- Leaving school without advance written permission;
- Skipping class;
- Failure by parent/guardian to excuse an absence.

b. Homework for Unexcused Absences

Students may not make up work for unexcused absences. The principal or designee reserves the right to modify this guideline for extenuating circumstances.

c. Attendance Consequences & Administrative Procedures

The following constitutes the attendance consequences and administrative procedures that will be used regarding unexcused absences:

1. The District will communicate with the parent(s)/guardian(s) before the 8<sup>th</sup> absence. The District will keep a log of this communication. The District will inform the parent(s)/guardian(s) that the student has accumulated "X" amount of absences and make the parent(s)/guardian(s) aware that missing twelve (12) days in a semester will result in an E. If these absences were due to extenuating circumstances, which is approved by the principal, the District will provide information on how the student may make up the assignments.

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2. For each 8<sup>th</sup>-12<sup>th</sup> unexcused absence in class, the student will be required to attend Friday or Saturday school. The parent(s)/guardian(s) will be contacted and reminded of the consequences regarding the unexcused absences.
  3. The principal has the right to waive absences that will result in disciplinary action for extenuating circumstances.
- d. When a student has 12 absences or more in a semester class, the following will apply:
1. If a student passes the class AND earns a 70% or higher on the final exam, he/she receives the grade and credit earned in the class.
  2. If a student passes a class and earns less than 70% on the final, he/ she will receive an E for the class and will not earn credit. The principal or designee reserves the right, under extenuating circumstances, to modify this guideline.

### Tardiness

1. If a student is tardy 1-4 times per class, the District will contact the parent(s)/guardian(s) to notify them that additional tardies may result in further disciplinary action. The District will keep a log of this communication.
2. If a student is tardy 5-8 times per class, they will receive a detention starting with the 6<sup>th</sup> tardy and each subsequent tardy thereafter. The District will notify the parent(s)/guardian(s) of the subsequent tardies and the pending consequences.
3. At the principal's discretion, if a student is tardy 9-12 times per class, starting with the 11<sup>th</sup> tardy and each subsequent tardy thereafter, he/she will be required to:
  - Attend the Intervention Room; and/or
  - Attend Saturday School.

Approved: October 15, 2012

LEGAL REF: MCL 380.1231(2); 380.1561; 380.1571; 380.1577; 380.1586-1589; R 340.71; OAG, 1977-1978, No 5414, p 738 (December 20, 1978); OAG, 1987-1988, No 6467, p 196 (September 16, 1987)