

NEW HAVEN HIGH SCHOOL ATTENDANCE POLICY

All students should attend school regularly. Regular attendance will allow students to keep up academically, since the presentation of materials by teachers in all classes takes place in an orderly, sequential style. In addition to missing class time, students will also miss valuable time to interact with both teachers and other students if they do not attend school regularly. The chance to hear and participate in class instruction, discussions and other related learning experiences cannot be replaced.

Attendance is one of the essential components (performance, attendance, and promptness) in determining whether a student has earned credit toward graduation. A student could be passing a class through his/her performance but credit will not be earned in the case of excessive absenteeism; attendance is also viewed as an essential.

Students earning the distinction of "Perfect Attendance" will have zero absences. Students participating in regularly sanctioned school activities, under the supervision of a school staff member, shall not be considered absent from school. Absences in any other categories, including exempted absences will not constitute "Perfect Attendance."

Attendance is a parent's responsibility, as well as the student's. Whenever a student is absent from school, a parent must notify the NHHS Attendance Office (586) 749-5104 within 72 hours. Failure to do so will result in an unexcused absence. Parents will be notified every 10 weeks of a child's attendance records when report cards are issued. The Michigan Compulsory Attendance Law (MCL 380.1147) requires students 16 years of age and under to attend school. Chronic, prolonged, or excessive absenteeism may be referred to the Macomb County Truant Officer.

Only nine (9) absences in any class per semester are allowed:

- Absences will be recorded as "excused" or "unexcused." However, any time a student is absent from a class (E) excused or (U) unexcused, it will be recorded as an absence that will count in the total of 9 allowable absences per semester. Vacation days will count toward the 9 allowable days of absence.

- Unexcused absences are used to determine truancy, which may be dealt with through judicial action. Inquiry into an unexcused absence will allow the attendance secretary to check on the whereabouts of the student. All absences that are not excused by a parent/guardian within 72 hours are deemed (U) unexcused. Leaving the building, leaving the classroom, bogus phone calls, unconfirmed absences, and being over 5 minutes late to class (10 minutes for 1st hour), all without advanced administration approval, may bring disciplinary action and cause the absence to be declared unexcused. Being over 5 minutes late to class or the unauthorized leaving of class early are considered unexcused absences and acts of truancy.

- Upon receiving a fourth (4th) tardy in any class, a student will receive one (1) unexcused absence (TU). Upon receiving an eighth (8th) tardy in any class, a student will receive one (1) additional unexcused absence (TU). Subsequently, every additional fourth (4th) tardy will count as one (1) additional unexcused absence (TU).

- Notification: Parents will be notified of the student's attendance status by the Attendance Office in the following manner:

- Upon accumulating four (4) absences in any one class, a phone call will be made by the office staff to the parents or guardian informing them of this fact and explaining this policy with a notification of other classes that may have four (4) absences.

- Upon accumulating eight (8) absences in any class, a letter will be sent to the parents or guardian informing them that the student may not earn credit/grade reduction if he/she exceeds nine (9) absences in any class. A print out will be sent showing other classes that may also have eight (8) absences.

- Upon accumulating more than nine (9) absences, or with the tenth (10

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) absence in any class, a letter will be sent to the parent/guardians informing them that a grade reduction will be made as a result of their excessive absences. It is the responsibility of the student to continue to do the classroom work and try to improve his/her attendance. The parent/guardian will be informed of their right to appeal to the Attendance Review Committee at the end of the semester.

- When a student accumulates (eleven) 11 consecutive days' absences, and the school has received no explanation for the absences, the student will be considered to have withdrawn from school and will be dropped from the school records.

● **Make-Up Work:** Many teachers have established that tests, quizzes, notes, and similar work cannot be made up if the absence has been established as an unexcused absence. Otherwise, reasonable consideration will be given to students requiring make-up work.

● The transferring student's attendance record will be reviewed to determine whether credit can be issued for the student.

ATTENDANCE: EXEMPTED ABSENCES

The following distinctions are not included in the total nine allowable absences. These exempted absences are recorded and maintained in the attendance office.

1. Medical (M) must be accompanied by a physician's note that specifies extreme illness, disabling accident, or communicable disease that attests to the length of the disability and that the student is incapacitated. Time, date, and days excused must be specified on the note; the note must be confirmed by telephone. Documentation must be given to the Attendance Office within 48 hours of the student's return. All other doctor appointments are taken from the nine (9) allowable days.
2. Funeral (F) days are granted for a death in immediate family or extended family, based on administrative approval. Three (3) days will be allowed. Any variance from the allowable three funeral days for immediate family members may be considered by the administration. The parent(s) or guardian(s) must contact the attendance office in advance to the request for an extension. All other funeral days must be used from the nine (9) allowable absences.
3. Court (C) appearances will not be counted as absences if approved and verified by the administration. The student must be able to provide documentation prior to the absence before being granted this variance.
4. Out-of-School Suspension (OSS) from school will not be counted as absences.
5. In School Suspensions (ISS) will not be counted as absences.
6. School Activities (V) will not be counted as absences. These are absences for pre-approved school sponsored activities supervised by a school employee or designee.
7. Administration and Guidance (V) absences will not be counted if it is established that an administrator and/or guidance counselor requested the student. An administrator may exempt an absence due to an emergency.
- 8. Treatment Center, Homebound (H), and Youth Home (Y) absences are not counted in the nine allowable days.**
9. Religious Holidays may be exempted from the allowable absences when they are pre-approved.

ATTENDANCE: NOT EARNED/REDUCED

Upon receiving his/her tenth (10)th

() absence, the student will have a grade reduction in the class. A grade of no higher than 65% may be earned if the student exceeds ten (10) absences. If the student should significantly improve his/her attendance and continue the regular classroom work after receiving the 10th

absence, the student will have the right to appeal to an Attendance Review Committee at the end of each semester.

1. Attendance Review Committee meetings will be scheduled at the end of each semester. Parents and students will be notified before exam week. The parent may schedule an appointment at that time. All pertinent documents must be presented at this meeting.
2. If the rulings of the Attendance Review Committee approved the appeal, this decision will stand and the grade for the class will be awarded as earned. If this committee should decide that the grade reduction will take place, a grade of no higher than 65% will be recorded even if the student has a higher grade in the class. The decision of the Attendance Review

Committee regarding the credit is final.

ATTENDANCE: TARDINESS

Punctuality is a lifetime habit which students should develop. Attendance is taken every hour and there is a 4 minute passing period between classes. If a student is not in class at the designated start time, they will be considered tardy. Students arriving tardy may not be allowed to make up missed work. Any student who reports to class up to five (5) minutes late in periods two through seven (2-7) and up to ten (10) minutes late in period one (1), without an excused pass, will be considered tardy. Students who are more than five (5) minutes late in periods two through seven (2-7) and more than ten (10) minutes late without an excused pass will receive an unexcused absence. The unauthorized leaving of class early is considered an unexcused absence and an act of truancy. The Attendance Office will notify parents of the student's tardy status in the following manner:

1. Upon accumulating 4 (four) tardies in any one class, a student will receive a detention and parents will be notified of policy regarding loss of credit and discipline. (4 tardies = 1 unexcused absence) (TU)
2. Upon accumulating 8 (eight) tardies in any one class, the student will receive another detention and parents will be notified of possible loss of credit and discipline. (8 tardies = 2 unexcused absences) (TU)
3. Upon accumulating each tardy in excess of 8 (eight), the student will receive a detention and parents will be notified of possible grade reduction and discipline. Parent conference may be requested.

UNEXCUSED ABSENCES

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

NOTIFICATION OF ABSENCE

If a student is going to be absent, the parents must contact the school attendance office and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused and the student will be considered truant.

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of schoolwork such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade. The skipping of classes or any part of the school day is considered an unexcused absence and no make-up of class work will be permitted. Disciplinary action will follow.

TARDINESS

Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school, s/he is to report to the school office before proceeding to his/her first assigned location.

VACATIONS DURING THE SCHOOL YEAR

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with an administrator and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.