

**SOUTH LYON HIGH SCHOOL
ATTENDANCE POLICY AND PROCEDURES**

Absences are cumulative for the entire semester. On the occasion of each unexcused absence, the Attendance Office will send out a Skylert message for an unexcused absence to the parent. Attendance and participation are an essential part of the learning process and are considered necessary to academic achievement. In addition, regular and punctual attendance is an important trait of responsibility and self-discipline for students to develop. Excessive absences are disruptive to the educational process. Improved attendance will result in greater student classroom success and more efficient use of the teacher's time.

Student Responsibility: Good attendance is the responsibility of every student. It is the student's responsibility to arrange to complete missed assignments.

Parent Responsibility: Parents are required to notify the Attendance Office by telephone within 24 hours to excuse an absence. Calls can be received 24 hours per day and on weekends. Calls to excuse an absence will not be accepted after 24 hours. The Attendance Office phone number is 248-573-8145.

A. Excused Absences

Under the school policy, students are expected to attend all classes. The following absences are excused:

- i. Personal illness of student or family member
- ii. Death of a family member or close friend of the family or student
- iii. Medical or dental care
- iv. Religious observances
- v. Participation in a legal proceeding
- vi. Suspension days
- vii. Unusual circumstances as approved by building administration

B. Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the board.

C. Unexcused Absences may include but are not limited to the following:

- a. Truancy
- b. Oversleeping
- c. Car problems
- d. Leaving school without permission
- e. Signing in late
- f. Errand running (shopping, driver's license, etc.)
- g. Pre-planned family activities
- h. Missed bus

D. Exempt Absences (do not count toward absence totals) school sponsored activities such as class field trips.

- E. Excused and/or unexcused absences are cumulative for the entire semester.
- F. Work may not be made up for unexcused absences, except for pre-planned family activities.
- G. Appropriate documentation is necessary for students who are ill or have a doctor appointment.

Sign-In – Sign Out procedure:

Students who arrive at 7:30 a.m. or later for a first hour class must sign in by reporting to the Attendance Office. Students who need to leave school due to illness or other excused reason must sign out in the Attendance Office. The Attendance Office secretary must speak to the parent by phone or in person. Notes will not be accepted. The Attendance Office phone number is (248) 573-8145. Failure to sign in or out will result in disciplinary action. Students must have their student ID cards during school hours.

Tardy Policy

- A. Any student who is tardy to 1st hour must report directly to their 1st hour class. After 7:35 am, all late students sign in at the Attendance Office. We will pull parking, administer lunch detentions, issue Saturday detentions and administer out-of-school consequences in all 1st hour situations.
 1. Documentation in Skyward
 2. Documentation in Skyward
 3. Referral to Restorative Practices for 3rd Offense
 4. Saturday detention 2 hours/pull of parking/after school detention
 5. Saturday detention 4 hours, habitual offender status
- B. Any student who is tardy to hours 2-6 must track through the following actions:
 1. Documentation in Skyward for the 1st tardy.
 2. Documentation in Skyward for the 2nd tardy. Teacher needs to make student aware of their tardy behavior
 3. Referral to Restorative Practices session on 3rd tardy.
 4. The 4th tardy warrants a verified contact home and the assigning of an after school detention by the teacher.
 5. The 5th tardy warrants a referral to an assistant principal for the administration of a further consequence – a Saturday detention, habitual offender status

The offenses for tardiness are per class, not cumulative. Teachers enter student detention information on google documents titled, “After School Detention List.”

Student Vacations During the School Year:

Whenever a proposed absence-for-vacation is requested, parents should discuss it with the building administrator. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.

The student may be given approximate assignments and materials for completion. At the secondary level the Pre-Planned Family Activity form is completed and signed by all teachers and the building principal.

Separate daily assignments may be given.

The time missed will be counted as an unexcused absence, but shall not be a factor in determining grades unless make-up work is not completed.

Truancy:

A student shall be considered truant each day or part of the day s/he is inexcusably absent from his/her assigned location. Absence is defined as non-presence in the assigned location any time beyond the tardiness limit. A student will be considered tardy rather than absent if s/he is in his/her assigned location within 10 minutes after the official start of the school day or activity.

Truancy demonstrates a deliberate disregard for the educational program and is considered as a serious matter. Administrative action taken will be as follows:

- A. No credit will be recorded for work missed as a result of truancy.
- B. A record of the truancy will be entered in the student's record file.

The disciplining of truant students shall be in accord with Board policies and the Student Code of Conduct.

High School Guidelines:

- ✓ Step 1: Absences are cumulative for the entire semester. On the occasion of each unexcused absence, the Attendance Office will Skylert an unexcused notice to the parent.
- ✓ Step 2: Notification of parents or guardians once the student has missed seven (7) days. The notification is posted to Skyward under Student Portfolio. The absences are based on periods at 7, 10, and 15 missed class periods. These letters monitor absences both unexcused and excused. Once a student has missed 15 class periods, a letter is sent home requesting parent/student meeting with administration.

High School Make-up Opportunities

1. Students are responsible for requesting their own make-up work.
2. Students will be given the same number of days as the number of absence days to hand in the work.
3. Students who will be absent for 3 or more days may request homework from the Assistant Principal's secretary who is located in the main entrance office.