

ATTENDANCE POLICY: *(Updated January 2010)*

Rationale:

To benefit from the primary purpose of the school experience, it is essential that each student maintain a regular and punctual daily attendance in all assigned classes. Class attendance is necessary for learning and academic achievement, as well as for developing the habits of punctuality, dependability, and self discipline. Accordingly, class attendance is a relevant objective criterion by which a student's course grade may be determined. The purpose of the attendance policy is to help students develop regular and punctual attendance and to maintain academic standards for earning credit. Research also indicates that there is a direct relationship between good attendance and classroom success. Students who have good attendance generally achieve higher grades, enjoy school more and are more employable after leaving high school.

Student Responsibility: Good attendance is the responsibility of every student. If an absence does occur the ***student*** must make sure a parent/guardian calls in to excuse the absence by 8:00 A.M. the day after the absence. ***In the event that parents are not available the student must contact an Assistant Principal upon returning to school.***

Following an absence, the student should report directly to each assigned class. *No entry permit is required.* If the student is excused, he/she is entitled to make up the work missed for the day(s) absent. It is the ***STUDENT'S*** responsibility to approach each teacher to see what make up work is required and to make arrangements for completing the missed assignments. A student is not eligible to earn credit for make-up work or missed classes when the absence is unexcused.

Parent/ Guardian Responsibility: Parents/Guardians will be expected to notify the attendance secretary by telephone ***on the day the student is absent from class or by 8:00 A.M. the school day following the absence.*** (Attendance 786-7722). ***Parents have until 8:00 A.M. the next school day to excuse their student.***

Escanaba High School Attendance Policy allows for (9) absences (Excused, Unexcused, or any combination thereof) per semester per class. Any student exceeding nine (9) absences is subject to additional consequences which may result in the student's failure to earn credit.

Absence: An absence occurs whenever a student misses more than ten (10) minutes of the class period.

Excused Absence:

Absences for reasons not expressly identified as "excused absences" are considered to be "unexcused absences." Students will not receive credit for assignments or tests which are missed because of an unexcused absence. The following absences are considered to be excused for the purpose of this policy:

- 1) *Illness or hospitalization verified by parental authorization. The school district reserves the right to require corroborative evidence when deemed necessary.*

- 2) *Serious illness or emergency in the immediate family as verified by parental authorization.*
- 3) *Attendance at a funeral or death in the family as verified by parental authorization.*
- 4) *Pre-arranged absences (including college visitations and family vacations), provided that the Student Services Office is contacted for prior approval and make-up work is completed as arranged between the student and the teacher. Arrangements for college visitations must be made with the Student Services Office.*
- 5) *Religious instruction and/or obligations (arranged in advance) and verified by parental authorization.*
- 6) *Professional appointments which cannot be made after school (e.g. dentist, doctor, court appointments), verified by parental authorization.*
- 7) *School-sponsored activities.*
- 8) *School-imposed suspensions.*

Every excused absence (except in situations as outlined in #7 and #8 above) counts towards the maximum 9 absences allowable.

Unexcused Absence:

An absence that is not excused is an unexcused absence. A student is not eligible to earn credit for make-up work or missed classes when the absence is unexcused. Every unexcused absence counts towards the maximum 9 absences allowable. Examples include, but are not limited to: Skipping, Oversleeping, Missed Bus, or Car Trouble.

Truancy:

Students with unexcused absences maybe subject to additional discipline and/or referral to Probate Court for truancy as deemed appropriate by an Assistant Principal(s) or Discipline Officer.

Tardy Policy: Punctual attendance is required of all students in all classes. A student who is tardy to class interrupts the orderly conduct and educational delivery of that class. Valuable time is lost to the teacher, student, and the class whenever a tardy occurs.

Tardy: A student must be in his/her classroom and ready to begin class as defined by their teacher when the bell rings. Failure to be in the classroom and ready constitutes a tardy.

School Business: A student who is late to class due to authorized school business will not receive a tardy for purposes of the policy.

The accumulation of two (2) Tardies in any one class will constitute a single absence which will then be subject to the attendance policy. Tardies will also be subject to discipline as deemed appropriate by the Assistant Principal(s) or Discipline Officer.

Consequences:

Chronic tardiness will result in disciplinary action which may include a referral to probationary court.

A student who reaches nine (9) absences (excused, unexcused, or any combination thereof) in any one course will not be eligible to earn credit in that course for the semester without attending

a makeup session(s) that is offered after-school on Mondays, Tuesdays, and Thursdays from 2:45 to 3:45 P.M. (Times subject to change.)

Each 1 hour make-up session after school will replace one hour of a missed classroom experience. These makeup sessions will be coded as *M* in *PowerSchool* to denote a makeup hour has been logged by the student. A student must makeup all missed time over 9 absences prior to final exams in order to earn credit for the semester.

Students are NOT allowed to make up time on a day when they have unexcused absences that same day.

Note: Make up sessions for absences will not, by themselves, overcome the student's poor academic performance. Earning course credit is contingent on meeting all academic standards.

Attendance Appeals:

Attendance Appeals must be submitted to guidance counselors. If necessary, the guidance counselors, may further seek out a staff committee which will hear and respond to student appeals to this policy. Students have further rights to due process.

Attendance Reward Incentive:

Students who have perfect attendance for the semester will be awarded prizes for their perfect attendance.