

ATTENDANCE POLICY AND PROCEDURES

ELEMENTARY SCHOOL, MIDDLE SCHOOL AND HIGH SCHOOL

The foundation for educational success is based on good attendance. Good attendance is crucial in the learning process.

EXCUSED ABSENCES

To excuse an absence parents/guardians must call the attendance office within 24 hours of the student's absence. There are no exceptions to this rule. The school phone/attendance office phone records messages 24 hours per day, 7 days a week.

An absence will be considered an "excused absence" if a parent/guardian contacts the school, within 24 hours of the absence, and provides a reason for the absence. The absence, as well as the reason for the absence, will then be documented in our attendance system. Excused absences may include, but are not limited to, the following:

- Personal injury or illness
- Family emergency
- Medical/dental/legal appointment
- Funeral
- Verifiable chronic illness - Statement signed by physician
- Pre-arranged absences with proper notification
- A short term family trip or vacation with prior notification of the absence being provided to the school administrator.

Please note that long-term absenteeism may lead to the failure of a course, the necessity to repeat a course, the possibility of retention, and/or the filing of a truancy petition with Oakland County.

EXEMPT ABSENCES

Exempt absences are absences which are not considered when counting excessive absences.

- School activities
- Legally documented court subpoena
- Suspension from school
- Religious holidays
- Medically verified long-term or chronic illness

UNEXCUSED ABSENCES

Unexcused absences are defined as an absence for any other reason other than those listed excused or exempt. They include but are not limited to:

- Skipping school (truancy)
- Leaving the school or a designated area within the school without permission
 - A student may not leave a designated or assigned area without permission from the teacher.
 - A student may not leave school without permission from parent/guardian.
 - A student must sign out and receive permission to leave school.
 - A student who leaves school and whose parent/guardian calls in after-the-fact will be marked unexcused for those class periods.

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.

Administrators or school personnel will make reasonable attempts to notify a parent/guardian of unexcused absences, by phone, within 24 hours.