



HARRISON HIGH SCHOOL, FARMINGTON PUBLIC SCHOOLS
29995 WEST TWELVE MILE ROAD · FARMINGTON HILLS, MI 48334 · (248) 489-3499
“SCHOOL OF EXCELLENCE”

Farmington Public Schools, together with our community, will engage every student in a quality learning experience, empowering each student to become a thoughtful, contributing citizen in a changing world.

Harrison Attendance Policy 2018-19

Strong attendance shows a positive correlation to better grades, greater student involvement, and a more positive high school experience. In order for our students to achieve at high academic levels, our students must be present, attentive and prepared with proper materials in order to be actively involved during class time. To ensure the best possible educational experience for all of our students, students are expected to be in school and on time to each class every day.

Attendance Reporting Procedure:

If your child will be absent for any reason, please contact the Attendance Office by:

Emailing HHSAttend@fpsk12.net OR calling 248.489.3497

Report the following information: 1. Student's name 2. Day of absence (s) 3. Reason for absence (s)

Absences

For academic and safety reasons, we require a parent or legal guardian to contact the Attendance Office **prior to the absence**, when possible, **or no later than 24 hours after** the student has returned to school. **There are NO exceptions to this rule.** (You may leave a **recorded message** 24 hours a day, 7 days a week).

Excused absences are defined in the student's planner. An excused absence will result in a reasonable opportunity for make-up of missed school work. They are:

- Personal injury or illness
- Family emergency
- Religious holiday
- Medical/dental/legal appointment
- Funeral
- Verifiable chronic illness – Statement signed by physician
- Pre-arranged absences such as a family trip or vacation

Unexcused Absences- Students will not be excused from school unless the parent or guardian has followed the absence reporting procedure. **If a student leaves school without notifying the attendance office, getting a pass, and signing out in front of the main office, the student will still be marked absent.** There are no exceptions. Parents cannot excuse students for an absence if a student leaves the building prior to getting permission. Students who are marked unexcused from a class will result in a one hour after school detention and no opportunity to make-up school work missed.

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The vision of FPS is high achievement by all students, where learning is our most important work.

Tardy Policy- Cooperation by parent/guardian is necessary to minimize student tardiness. The **only** acceptable and excusable tardy is for a doctor or dentist appointment and **a doctor’s note must be brought to the attendance office upon arrival to Harrison.** Oversleeping, missing the bus and car problems are not valid reasons to be tardy to school. If a student arrives late to class 15 minutes or more, the teacher will record an unexcused absence for the student unless the tardy has been excused with an above-valid reason. Students who are late to school 5 minutes or more should report to the welcome desk at the school’s main entrance prior to going to class. **Every three tardies will result in a one hour after school detention.**

MiStar Parent Portal- We encourage parents to check MiStar Parent Portal to view the status of your students’ attendance. If you currently are not signed on the Parent Portal, please call the office of student affairs at 248-426-4982 to retrieve your access code. **Please remember to update your phone numbers and your email address. You can do this via Parent Portal.**

Planned Appointment- Please try to make doctor and dentist appointments outside the school day whenever possible. When this is not possible, a parent or guardian must notify the Attendance Office by 8:00 a.m. on the day of the early pickup. Your student will then be given a pass to leave HHS at the approved time and you can then pick him or her up in the drop off/pick up circle in front of the main office. **The student MUST get the pass and then sign out in front of the main office in order to be excused for any appointment.**

Not Feeling Well- If your student isn’t feeling well, he or she must report to the Attendance Office to make a phone call home. The student will remain in the office until a parent or guardian arrives and signs the student out of school. **The student MUST get the pass and then sign out in front of the main office in order to be excused for leaving school due to illness.**

Lunch money- Please make sure there is money in your student’s lunch account so if he or she forgets lunch or money, he or she can purchase lunch that day. Students should be responsible to bring their money from home when they come to school. When this is not possible, please place the money in an envelope and put the student’s name on it. Harrison staff members will not be responsible for and will not deliver drop off lunches or money to the student.

Item drop off/Pickup- We strongly discourage dropping off items to your child, such as lunches, balloons, projects, keys, sports equipment, etc. as this disrupts the educational process. Lunches will not be delivered to the student. If an emergency presents itself, the item will be placed at the front desk and the students must pick it up between classes. Classes will not be interrupted for delivery of an item or notification of your child. In order to minimize classroom disruptions, we cannot deliver messages or items to students during class time. We will not page students between classes to pick up an item.

THANK YOU FOR YOUR COOPERATION TO HELP US MINIMIZE INTERRUPTIONS TO THE SCHOOL DAY!