

PROCEDURES

Attendance – Roosevelt High School

The administration and faculty of Roosevelt High School believe that 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. Consistent attendance will result in greater academic success for students.

Michigan Compulsory Educational Law states that students must attend school until they are sixteen (16) years of age. The law provides that, “every parent, guardian, or other person in this State, having control and charge of any child between the ages of six (6) and sixteen (16) years, shall send that child to school during the entire school year. The child’s attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled” (MCL § 380.1561). Wyandotte Public Schools, of course, also believes it is very important for students to be in regular attendance throughout high school.

Because regular and consistent attendance is such an important factor in students’ academic success, a student’s failure to satisfy Roosevelt High School’s attendance requirements of 90% of the number of school days **WILL RESULT IN NOT EARNING CLASS CREDIT** and possible exclusion from school. **THIS REQUIREMENT ALLOWS FOR A MAXIMUM OF TEN (10) ABSENCES IN A CLASS, PER SEMESTER.**

Students who reach the age of majority (age 18) are legally able to make their own educational decisions. This includes matters relating to attendance. However, as long as the student is a legal dependent of his/her parent/guardian, the parent/guardian still maintains full right of access to all educational information.

The Wyandotte Board of Education and the Roosevelt High School Staff expect every student to attend every assigned class during the school day. Should a student not be in class, s/he will be charged with an absence. The Roosevelt High School Staff will record four (4) types of absences as follows:

1. EXCUSED ABSENCE: An absence that has been reported to the Attendance Office as excused by a parent or guardian prior to or within 24 hours after the absence.

Following are reasons for an absence to be excused:

- a) Illness, injury, dental or medical service or quarantine of the student
- b) Serious illness of a family member
- c) Death in the family
- d) Funerals
- e) Required court appearance
- f) Religious observance
- g) Parent/Guardian verified family emergencies

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- h) Excused tardies
- i) Visit school clinic

2. **UNEXCUSED ABSENCE:** An absence that was not excused by a parent or guardian prior to or within 24 hours after the absence. Examples include but are not limited to:
 - Truancy-day/hour
 - Late return from lunch
 - Unexcused tardy, etc.
3. **SCHOOL-RELATED ABSENCE:** An absence caused by the student participating in co-curricular activities, field trips or other school activities. School related absences will not be counted as part of the total allowed absences per class, per semester.
4. **SUSPENSION:** An absence from school that occurs because of administrative discipline. Suspension absences will not be counted as part of the total allowed absences per class, per semester.

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- A. **Daily Recordkeeping:** Teachers will daily/hourly record attendance information in Zangle.
- B. **Daily report:** Whenever a student is reported absent from one or more classes during a school day, a computer generated phone call will be made to the parent or guardian.
- C. **Parent Connect:** Parents will have 24/7 access to their student's daily attendance through Parent Connect. Parents are encouraged to regularly check for unexcused absences and hourly tardies.
- D. **Eight (8) absences:** Should a student accumulate a total of eight (8) excused and/or unexcused absences in a class per semester, the student's counselor will send a letter home to inform the parent or guardian.
- E. **Ten (10) absences:** After a student's tenth (10th) excused or unexcused absence per semester in a class, the classroom teacher will notify the Assistant Principal of the attendance problem. The Assistant Principal will begin the review process.
- F. **Review Process:**
 - **Attendance Review Approval (ARA):** If a parent or guardian previously excused the student's absences, the student is granted an ARA and continues in class. Should more excused absences occur, the parent must request an Extenuating Circumstances Appeal.
 - **Attendance Review Denial (ARD):** If the student has ten (10) absences, either some or all of which are unexcused absences, the student will be issued an ARD.

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The student will remain in class, but will not earn credit. If the appeal is denied, the parent may request an Extenuating Circumstances Appeal.

- G. Students unable to earn credit:** Students, who can no longer earn credit in a class, have the following options available:
- If the student remains in class, is in attendance, and completes all the required assignments/work/classroom rules, s/he will receive a “W” noted on their grade report. The “W” means no credit is issued and the course **will not** be included in the student’s computed GPA.
 - If a student fails to be in attendance, or fails to complete all of the required assignments/work/classroom rules, or is dropped from class, s/he will receive an “E” grade that will be included in the student’s computed GPA.
- H. Appeal due to extenuating circumstances:** A parent or guardian who wishes to process an **Extenuating Circumstances Appeal** must make an appointment with an Assistant Principal and make the appeal in person. The Assistant Principal will notify the parent/guardian of the disposition of the appeal within three (3) working days.
- I. Make-up Work:** Class assignments that are missing because of any absence must be made up within 48 hours of return to school, or at the teacher’s discretion.
- J. Attendance Drop:** If a student, sixteen (16) years of age or older, who can no longer earn course credit, is absent from class three (3) or more times, s/he will be dropped from the class. If s/he is dropped from three (3) or more classes (due to attendance), from which s/he can no longer earn course credit, s/he will be dropped from school. When a student is dropped from school, due to attendance, s/he will be ineligible to participate in extra-curricular activities or be in school or on school property during normal school hours.
- K. Tardiness:** A student who reports to class more than ten (10) minutes late is considered absent. When a student is considered absent because of tardiness, s/he is still required to go to class.