

## Athens High School Attendance Policy – 2019-20 School Year

**Parents and Students:** Please read the attendance policy carefully. If you have any questions or concerns, please contact your student's grade level administrator.

### ATTENDANCE POLICY

There is a direct correlation between academic achievement and regular, prompt attendance. A student's success in school and future academic or career endeavors depends on positive attendance habits. Regular and consistent school attendance helps to develop responsibility and self-discipline. It also prepares students for the world of work. The attendance policy is in place to promote and encourage positive attendance habits for each student. The major responsibility for acceptable attendance lies with the student and the parents. Teachers, counselors, and administrators will assist students and work with parents to encourage excellent attendance.

Further, the Revised School Code of (380.1561) states that "...every parent, guardian or other person in this state having control and charge of a child from the **age of six to the child's sixteenth birthday** shall send that child to a public 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." This law forces students, parents, and school officials to work together to keep students in school.

### **Student Responsibilities**

Students are expected to be in school and on time to class every day. Students should be fully aware that the interactions in the classroom constitute a valid and critical part of the course work that cannot be duplicated. Students should be attentive and prepared with proper materials for each class. Responsibility for attending class daily lies with the student.

### **Parent Responsibilities**

Parents are expected to notify the school attendance office prior to any student absence. If circumstances prevent proper notification, parents have 24 hours from the time of an absence to contact AHS and request a student's absence be excused. Every effort should be made to schedule routine appointments after school hours. Family vacations should be planned during regular school breaks or outside the school year. Parents should discuss the importance of good attendance with their student.

### **AHS Staff Responsibilities**

**Teachers** will maintain accurate daily attendance/tardy records and report them properly to the office. A teacher has the professional responsibility to begin class on time and provide a consistent classroom environment that is challenging and rewarding.

**Counselors** will help students recognize possible consequences of poor attendance and to counsel students regarding positive decision making strategies. Counselors are to communicate with teachers and parents and work closely with grade level administrators to help identify attendance concerns and/or problems.

**Administrators** enforce whatever steps and procedures are necessary to improve a student's attendance and follow the guidelines of this policy and the *Students' Rights and Responsibilities Code of Conduct*. Written notification of attendance concerns will be provided to students, parents, counselors, and teachers by the AHS grade level administrators.

### **Excused & Unexcused Absences**

For an absence to be excused, parents must call the attendance office at 248-823-2901 **prior** to the student's absence and provide a rationale. (illness, transportation issue, etc.) If circumstances prevent notification prior to the absence, parents have 24 hours from the time of an absence to contact AHS and request that the student's absence be excused. Students will receive one day for each day absent to make up work. This includes tests and quizzes. At the end of the marking period, an extension of makeup time may be granted by their grade-level assistant principal.

Absences recorded without proper authorization will be considered unexcused. Students with unexcused absences may not receive credit for missed work according to each teacher's classroom expectations. Students who arrive later than five minutes to class and do not have a pass excusing them will receive an unexcused absence for that class period. **Please note that there are no approved skip or study days.**

### Long-Term Absences

Extreme circumstances requiring long-term absences from school must be prearranged at least one week in advance using a special prearranged Extended Absence form. An Extended Absence form must be completed prior to the student's departure from school. Documentation or other verification will be required to excuse or exempt a long-term absence. An Extended Absence form can be obtained in the Assistant Principal's Office.

### Checking In or Out of the Building/Student Illness

When students enter or leave the building between 7:20 a.m. and 2:09 p.m., they must sign in or out in the Attendance Office. **All absences from class without proper check-in or check-out through the attendance office will be considered unexcused.** Parent notes are not accepted to excuse student absences. If a call is received after a student has left the building, the absence is considered unexcused. **Any student becoming ill during the school day should report to the student clinic with the proper authorization from their classroom teacher.** Sick students must check out through the clinic prior to their departure from school. Absences due to illness without proper check-out procedures will be considered unexcused. **Parents/Guardians will receive a call from the clinic to come pick up their student. Students do not call from their own phone.**

### Excess Absences – New Policy

#### 5 absences (excused/unexcused)

When a student reaches 5 total absences (excused and/or unexcused) over the course of one semester, the parent will be contacted by School Messenger via phone or email to inform them of the issue.

#### 7 absences (excused/unexcused)

When a student accumulates **seven (7)** absences (excused and/or unexcused) in a semester, the parent will be contacted by School Messenger via phone or email. The student will meet with their grade-level administrator to discuss attendance and the consequences for reaching 9 absences in any class.

#### 9 absences (excused/unexcused)

Students accumulating nine (**9**) absences in any one class will be subject to an attendance review meeting with their parent(s), the grade level administrator and counselor. Written notification of the **nine (9)** absences and the meeting will be provided to parents. At this meeting, the group will discuss the attendance issue and the potential impact on student academic performance. All absences beyond 9 total absences must be exempt – the reasons for such absences are reflected below. Any absences beyond 9 that are not exempted are considered unexcused; the student may not receive credit for missed work. This will dramatically affect a student's learning and grades.

Students refusing to attend class will be disciplined in accordance with the *TSD Code of Conduct: Student Rights and Responsibilities*

### Exempt Absences

Absences due to extreme circumstances that do not count towards the absences total include those listed below. Administrators will require proper documentation for any and all absences to be considered "exempt".

1. School activities
2. Field trips
3. Legal requirements
4. Bereavement of immediate family member
5. Religious holidays
6. Serious injury or long-term illness
7. Verifiable chronic illness
8. Suspension from school
9. Other similar compelling reasons as determined by the grade level administrator

# ATHENS HIGH SCHOOL ATTENDANCE PROCEDURES

## **TO EXCUSE AN ABSENCE**

Call the Athens High School Attendance Office at (248) 823-2901 by 2:00 PM on the day of the absence.

Provide the following information:

**Student Name** (please speak slowly and spell out last name)

**Student ID Number**

**Date of Absence**

**Reason for Absence**

The Athens High School attendance policy requires that parents notify the school within 24 hours of a student's absence. If an absence is not excused by 2:00 PM, parents will receive a automated phone message after 5:00 p.m.

## **EARLY DISMISSAL/LATE ARRIVAL**

The Attendance Office (248-823-2901) needs to be notified at least two hours prior to the student leaving the building. This allows time to prepare a pass and put your child's name up on video paging. They are to come to the attendance office between classes or at lunch to pick up their pass. This allows as little interruption to the educational process as possible. It also enables the student to meet their parent/guardian at their car as opposed to the parent/guardian coming into the building to check the student out.

If a student is arriving late to school, they must sign in at the attendance office. The parent/guardian will need to call the attendance office to excuse the late arrival.

## **CHECKING IN/OUT OF THE BUILDING / STUDENT ILLNESS DURING SCHOOL**

When students enter or leave the building between 7:20 a.m. and 2:09 p.m., they must sign in or out in the attendance office. All absences from class without proper check-in or check-out through the attendance office will be considered unexcused. Parent notes are not accepted to excuse student absences. If a call is received after a student has left the building, the absence is considered unexcused. Any student becoming ill during the school day should report to the student clinic with the proper authorization from their classroom teacher. Sick students must check out through the clinic prior to their departure from school. Absences due to illness without proper check-out procedures will be considered unexcused. Should a student need to call a parent, they should come to the main office where a phone is available for their use.

## **CLOSED CAMPUS**

Athens High School has a closed campus policy. Students are expected to remain on campus for the entire school day including the lunch period. No student should leave campus without proper authorization. Specifically, only students who have an official, authorized pass from the attendance office may leave the building. Students excused during the lunch period may be asked to provide verification and/or documentation for their 4<sup>th</sup> hour absence. Students should not be excused to go out to lunch.