



BLOOMFIELD HILLS HIGH SCHOOL –

“A SCHOOL OF EXCELLENCE FOR ALL OVER TIME”

The mission of Bloomfield Hills High School is to empower students to become lifelong learners and equip them with the skills needed for success in a global society. This mission is supported by our four cornerstones: relationships, responsibility and ownership, authentic learning, and innovation.



ATTENDANCE PHILOSOPHY

The mission of Bloomfield Hills High School is to empower students to become lifelong learners and equip them with the skills needed for success in a global society. Our staff is dedicated to this mission and works diligently every minute of every hour of every school day to create a safe environment that nurtures our students academically and socially.

Academically, our students receive high quality daily instruction with designed classroom interactions with others that cause rich discussions, opportunities to clarify understandings, and deeper explanations of coursework. Teachers create these learning experiences through many different learning activities that are very difficult to duplicate in makeup situations resulting in critical learning loss. Socially, an important part of preparing our students for success in a global society is to develop a positive disposition towards attendance. We do this by teaching responsible attendance patterns in school. Together good attendance and participation in the authentic learning experiences constitutes critical parts of teaching and learning that leads our students to success.

Moreover, Michigan school laws are very strict in regard to the compulsory attendance of students, and hold parents/guardians responsible for their child/children's regular attendance in a manner, which is "continuous and consecutive for the school year." (MCL 380.1561). If attempts by the administration to improve a student's attendance fail, it may be necessary to petition the juvenile court or other public agencies for assistance. The prosecuting attorney has the option of filing criminal charges against parents/guardians, filing delinquency charges against the student in family court, filing educational neglect charges against parents/guardians in family court, or any combination of these alternatives. Therefore, the major responsibility for acceptable attendance lies with the student and parents/guardians. Teachers, counselors, and administrators have the responsibility to assist the student and work with parents/guardians in meeting the goal of acceptable attendance.

Absenteeism critically compromises our teachers ability to create, plan, and deliver meaningful authentic learning experiences to our students. Therefore, we must place a premium on the definition of acceptable attendance to limit absenteeism as much as possible. However, to honor the vital partnership between parents/guardians and BHHS in supporting our students' learning and growth, the following premises underly the BHHS attendance policy:

1. BHHS Students will be in school, on time to each class and ready to learn every day. Parents/guardians will support acceptable attendance by discussing the importance of good attendance with their student to avoid loss of learning due to absences.
2. Parents/guardians will make every effort to schedule routine appointments after school hours and plan family vacations during holidays as outlined in the school calendar.
3. The vast majority of parents/guardians exercise good judgment when making decisions about school attendance. Consistent with this belief, parents/guardians notifying BHHS of the reason for their student's absence within 24 hours will result in absences being excused with an opportunity to make up missed learning experiences.
4. All absences result in the loss of valuable instructional time, but it is reasonable to discern the difference between excused and unexcused absences. Unexcused absences may result in lost opportunities to make up missed learning experiences.



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Draft Attendance Policy and Procedures

Attendance Purpose and Rationale

Regular school attendance is vital to successful academic growth and demonstrates caring and respect for self and others. It is the intent of the Bloomfield Hills Attendance Policy to provide opportunities for all students to achieve their fullest potential. Each student is an irreplaceable resource necessary for the interaction that forms an essential part of classroom learning. When absences occur, the educational experience of all students in class is diminished. (Bloomfield Hills Uniform Code of Student Conduct)

Michigan law requires that whoever has custody or charge of any child between ages 6 and 18 (unless the child has already completed high school graduation requirements) shall assure that the child attends public school during the entire school year. Michigan law requires that the student's attendance be continuous and consecutive for the school year fixed by the school district. (MCL 380.1561)

Excused Absences

Contact must be made between the parent/guardian and the attendance office within 24 hours of the absence (7am on the day of absence until 7 am the following morning). Emails and notes are not accepted. Calls received after 24 hours will NOT be excused. The following constitute an excused absence:

1. Medical / dental / legal appointment
2. Personal illness or injury which requires the student's presence at home. (Three or more consecutive absences or a pattern of absences will require a physician's note.)
3. Verifiable chronic illness (Statement signed by physician)
4. Family emergency, death in the family, or funeral
5. Religious observance MCL 380.1561(3)
6. College visit
7. Emergency situations with approval by an administrator.

Exempt Absences

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

1. School activities
2. Suspension from school

Requires a parent call:

3. Legally documented court subpoena
4. Religious holidays
5. Medically verified long-term or chronic illness

Pre-Arranged Absences (3 to 5 consecutive days)

Pre-arranged absences must be approved by building administration. Students are to complete the Pre-Arranged Absence Form available from the Attendance Office. (NEOLA 5200 Attendance)



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Tardiness (1st or 2nd Period)

Students who are not in class when the bell rings are tardy. Students arriving after the late bell must check in at the Attendance Office. Late students arriving to class without checking in will be referred back to the Attendance Office to be marked tardy. Students that are more than 10 minutes late to class will be marked unexcused absence. (Parents must call the Attendance Office at 248-341-5610 to be excused - leave a voicemail.)

1. If a student accumulates 5 tardies to 1st or 2nd period during a semester, the student will be referred to an administrator for a parent conference and review of the attendance policy.
2. Subsequent tardiness to 1st or 2nd period will result in disciplinary actions in the following forms:
 - a. Lunch Detention / BHHS Community Service Project.
 - b. Suspension of co-curricular activities.
 - c. Suspension of parking privileges.
 - d. Suspension from school sponsored activities and events.

Tardiness (3rd to 8th Period)

Students who are not in class when the bell rings are tardy.

1st Tardy

Teacher informs the student of tardiness and records it; no further action taken

2nd Tardy

Teacher informs the student of tardiness and records it; no penalty to the student.

3rd Tardy

Teacher informs the student of tardiness, records it, and calls a parent or sends an email to parents informing them of the situation and that any following tardiness would result in an additional accountability measure.

4th Tardy

Teacher informs the student of tardiness, records it, records it in MiStar Visits, and notifies a parent via call or email. (Teachers may assign a reasonable consequence designed to change behavior)

5 or more Tardies

Teacher informs the student of tardiness, records it, and informs the appropriate AP to assign a [Lunch Detention](#) and notify a parent via call or email. The student serves the lunch detention/community service assignment with an administrator. Administrators will use the following disciplinary actions to improve attendance:

- a. [Lunch Detention](#) / [BHHS Community Service Project](#) .
- b. Driving privileges limited.
- c. Suspension of co-curricular activities.
- d. Suspension of parking privileges.
- e. Suspension from school sponsored activities and events.



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Make-Up Work

All students will be expected to make-up all work missed during the time he/she was absent from school with an excused/exempt absence. In general, a student has the same amount of time to do make-up work, as he/she was absent. It is the student's responsibility to take the initiative to arrange for make-up work, tests and assignments. Class time should not be used for make-up work.

Excessive Excused Absences

Students with excessive excused absences (more than five per class per semester) will be referred to the student's counselor and administrator for review and corrective action.

A parent or other person in parental relation who fails to comply with the Michigan Compulsory School Law (§ 380.1561) is guilty of a misdemeanor, punishable by a fine of not less than \$5 nor more than \$50, or imprisonment for not less than 2 nor more than 90 days, or both. (MCL 380.1599, MCL 380.1561)

Unexcused Absences (Student Code of Conduct, Article B Reg 5301.2)

All absences shall be considered unexcused if not cleared within 24 hours. Absences such as oversleeping, skipping, car trouble, leaving without permission, or not listed above in the excused or exempt absence lists will be considered unexcused absences. An unexcused absence will result in the following actions:

1. Student(s) will be referred to an administrator for a parent conference and review of the attendance policy.
2. Subsequent unexcused absences will result in further disciplinary action.
 - a. [Lunch Detention](#) / [BHHS Community Service Project](#) equating to instructional time lost.
 - b. Loss of eligibility for extracurricular and cocurricular activities until lunch detention/community service assignments have been completed.

Participation In Co-curricular Activities When Absent

Secondary students are not permitted to participate in any athletic events, extracurricular activities, evening programs or any other school events unless they were present for at least 50% of the school day. This includes participation as a spectator at events. Exempt absences do not apply to this policy with the exception of suspensions or expulsions. For other types of absences, a student's ability to participate may be appealed to the building administrator, before the event begins, for possible approval.



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Procedures for Reporting an Absence

The Attendance Office is open from 7 am – 3:00 pm. The Attendance Office voicemail accepts calls 24 hours a day 7 days a week and can be reached at 248-341-5610. Emails excusing students will NOT be accepted for attendance purposes. When calling in an absence, please be prepared to give the following information:

- Student's name (please spell the last name)
- Your name and relationship to the student
- Phone number where you can be reached
- Date of the absence
- Reason for excused absence

Procedures for Excusing a Student to Leave School

The attendance office, upon receiving a call from the parent/guardian to excuse their student, will send an electronic emailed pass to the student from the Attendance Office. It is the student's responsibility to monitor their email for this pass before signing out. Students may be required to show their electronic pass to staff when leaving.

1. In case of illness or other emergencies necessitating early dismissal, the parent/guardian will notify the attendance office before the student is dismissed. No student shall be dismissed from the school grounds without the approval of his/her parent/guardian and an email from the Attendance Office.
2. Students leaving school grounds without permission will be subject to disciplinary action. If you require your student to leave campus during school hours, please call the Attendance Office in advance.
3. Students must check out with the Attendance Office prior to leaving campus. If a student leaves without checking out, their absence will be unexcused.

Closed Campus for Lunch

Bloomfield Hills High School is a closed campus. Students will NOT be excused from the building during lunch for the purpose of eating lunch elsewhere and are also prohibited from ordering food to be delivered to the building at any time during the school day between 7:55 a.m. – 2:50 p.m.

Senior Skip Days

These days are not recognized or condoned by the school/district. Senior Skip Day is not an approved excused absence.

Age of Majority (18 years of age) for Student Attendance

When students reach their 18th birthday, they may request to be able to be responsible for their own school attendance. This requires parental permission along with other terms and conditions. Please contact the Attendance Office for more information.



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Truancy Procedures

Absences	Procedure	Person Responsible
3 Absences	<input type="checkbox"/> The teacher meets with the student about attendance concerns. <input type="checkbox"/> A phone call is made to a parent to discuss attendance concerns. <input type="checkbox"/> The teacher will share and review the attendance procedure with the parent.	Teacher
4 Absences	<input type="checkbox"/> The teacher notifies the counselor about attendance concerns. <input type="checkbox"/> The counselor meets with the student about attendance concerns. <input type="checkbox"/> A phone call is made to a parent to discuss attendance concerns. <input type="checkbox"/> The counselor will share and review the attendance procedure with the parent.	Teacher Counselor
5 Absences	<input type="checkbox"/> The teacher notifies the associate principal and the counselor. <input type="checkbox"/> The AP meets with the parent and student about the attendance concerns. <input type="checkbox"/> Develop an attendance plan and discuss the outcome of additional absences.	Teacher Counselor Assoc Princ
10 Absences	<input type="checkbox"/> Initial letter of “Truancy Concern” will be mailed home. <input type="checkbox"/> Parent/student conference to discuss attendance concerns. <input type="checkbox"/> Review attendance plan and learning plan.	Secretary Assoc Princ Principal
15 Absences	<input type="checkbox"/> Second letter of “Truancy Concern” will be mailed home. <input type="checkbox"/> Parent/student meeting to discuss concerns with the building support team. <input type="checkbox"/> Referral to Oakland County Truancy Program or other agencies may occur.	Secretary Assoc Princ Principal Support Team
20 Absences	<input type="checkbox"/> “Notice of Truancy” will be mailed home and a complaint will be filed. <input type="checkbox"/> Complaint will be filed with Oakland County Truancy Program.	Assoc Princ

12% of scheduled school days (10 days of absenteeism)

At 10 days of absenteeism, an initial letter, “Truancy Concern”, will be mailed home detailing the concern to the family. The building principal and associate principal will meet with the family to discuss the attendance concern and review the attendance plan created with the associate principal.

Beyond 12% of the scheduled school days (15 days of absenteeism)

At 15 days of absenteeism, a second letter, “Truancy Concern”, will be mailed home. The student and a parent will meet with their building support team to determine if truancy and/or educational neglect are suspected. The team will also discuss possible support services which may include: assistance from school social worker/psychologist, teacher consultant, and regular counselor meetings. Additionally, a referral to the Oakland County Truancy Program, the Oakland County Health Department, Oakland County Social Services and/or Bloomfield Hills Youth Assistance may occur.

Well Beyond 12% of the scheduled school days (20 days of absenteeism)

At 20 days of absenteeism, multiple interventions have failed and a third letter, “Notice of Truancy”, will be mailed home. If no referral has been made to the Oakland County Truancy Program, then a referral to Oakland County Truancy Program will be made. If a referral to Oakland County Truancy has already occurred, then a court petition will be filed with the State of Michigan to address truancy/educational neglect.



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3 Day Absences (Teacher email following phone call)

Dear parent/guardians,

You are receiving this letter due to (student's name) having 3 absences this semester. Regular school attendance is absolutely vital to (student's name) successful academic growth and social development in my class. Irregular attendance patterns cause gaps in the learning process that are very difficult to overcome. I believe that good attendance and participation in our daily learning experiences will greatly improve the chances of (student's name) finding more success and a deeper understanding of (class name).

Today, (student's name) and I met to discuss attendance and to work through a plan for improvement. We discussed causes for the absences, your students' understanding of those causes, and a detailed plan for improving attendance. We decided on the following attendance plan:

•

Further absences will result in a referral to a counselor for additional support. I appreciate your assistance in addressing this issue with (student's name). If you feel you have questions regarding your (student's name) attendance, please contact me directly.

Sincerely,

BHHS Teacher

4 Day Absences (Counselor email following phone call)

Dear parent/guardians,

You are receiving this letter due to (student's name) having 4 absences this semester. Regular school attendance is absolutely vital to (student's name) successful academic growth and social development in my class. Irregular attendance patterns cause gaps in the learning process that are very difficult to overcome. I believe that good attendance and participation in our daily learning experiences will greatly improve the chances of (student's name) finding more success and a deeper understanding of (class name).

Today, (student's name) and I met to discuss attendance and to work through a plan for improvement. We discussed causes for the absences, your students' understanding of those causes, and a detailed plan for improving attendance. We decided on the following attendance plan:

•

Further absences will result in a referral to an associate principal for additional support. I appreciate your assistance in addressing this issue with (student's name). If you feel you have questions regarding your (student's name) attendance, please contact me directly.

Sincerely,

BHHS Counselor



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5 Day Absences (Meeting follow up letter)

Dear parent/guardians,

You are receiving this letter due to (**student's name**) having 5 absences this semester. Regular school attendance is absolutely vital to a student's successful academic growth and social development. Academically, our students receive high quality daily instruction with designed classroom interactions with others that cause rich discussions, opportunities to clarify understandings, and deeper explanations of coursework. Teachers create these learning experiences through many different learning activities that are very difficult to duplicate in makeup situations resulting in critical learning loss. Socially, an important part of preparing our students for success in a global society is to develop a positive disposition towards attendance. We do this by teaching responsible attendance patterns in school. Together good attendance and participation in the authentic learning experiences constitutes critical parts of teaching and learning that leads our students to success.

Today, you and I met to discuss (**student's name**) attendance and to work through a plan for improvement. We discussed causes for the absences, (**student's name**) understanding of those causes, and a detailed plan for improving attendance. We decided on the following attendance plan and discipline actions:

-

Further absences will result in additional discipline consequences including the following:

- referral to administration
- no pass list
- adult escort between classes
- lunch detentions/community service
- loss of privileges (parking pass, after school activities, school events)
- Senior students may lose the privilege to attend prom or graduation ceremony

If your (**student's name**) gets to 10 absences, then truancy concerns will arise that could lead to a “Notice of Truancy” being filed with a county or state agency. We appreciate your assistance in addressing this issue with your student. If you feel you have questions regarding (**student's name**) attendance, please contact me directly.

Sincerely,

BHHS Administration



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10 Day Absence Letter (Truancy Concern Letter)

Dear parent/guardians,

You are receiving this letter due to (student's name) having 10 absences this semester.

Today, you and I met to discuss (student's name) attendance and to work through a plan for improvement. We discussed causes for the absences, (student's name) understanding of those causes, and a detailed plan for improving attendance. We decided on the following attendance plan and discipline actions:

•

If (student's name) gets to 15 absences, then truancy concerns will heighten and could lead to a "Notice of Truancy" being filed with a county or state agency. We appreciate your assistance in addressing this issue with your student. If you feel you have questions regarding your (student's name) attendance, please contact me directly.

Sincerely,

BHHS Administration

15 Day Absence Letter (Truancy Concern Letter)

Dear parent/guardians,

You are receiving this letter due to (student's name) having 15 absences this semester.

Today, you met with our build support team to discuss (student's name) attendance and to work through a plan for improvement. We discussed causes for the absences, (student's name) understanding of those causes, and a detailed plan for improving attendance. We decided on the following attendance plan and discipline actions:

•

If (student's name) gets to 20 absences, then a Notice of Truancy will be filed with a county or state agency. We appreciate your assistance in addressing this issue with your student. If you feel you have questions regarding (student's name) attendance, please contact me directly.

Sincerely,

BHHS Administration

Referral to Oakland County Truancy Program or other agencies may occur.



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Accountability Measure

The purpose of an accountability measure is to:

1. Continue building the relationship between the teacher and student
2. Identify, with the student, the obstacle(s) to effective attendance
3. Reclaim lost instructional time
4. Help the student understand why attendance is important
5. Help learn to problem solve and overcome challenges in the future

Sample accountability measures:

- a. Lunch conference with teacher
- b. Completion of the attendance learning packet
- c. Completion of goal setting document with five areas of personal growth identified
- d. Academic learning assignment (make-up or alternative assignment)
- e. Community service opportunity with the teacher or learning community