Bloomfield Hills High School
Attendance Policy and Procedures

Procedures for Reporting an Absence

- The Attendance Office is open from 7:00 AM to 2:30 PM during the school year.
- The Attendance Office voicemail accepts calls 24 hours a day/7 days a week, and can be reached at **248-341-5610**.
- **Phone calls/voice mail messages are valid for attendance issues including excused absences and early release from class.**
- **Absences, late arrivals, and early dismissals can be reported through Parent Portal.**
- Emails excusing students are *not* 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

Importance of Regular Attendance

Regular attendance is vital to successful academic growth and demonstrates caring and respect for self and others. Following the BHHS Cornerstones, students are expected to take ownership and responsibility for their attendance in school during each class period. The Bloomfield Hills High School Attendance Policy intends 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 and creates a strong school community. When absences occur, the educational experience of all students in class is diminished. Accurate real-time attendance provides safeguards for students in the event of an emergency. Additionally, attendance is reported on high school transcripts that are used for college application and/or future employment.

Who Can Report an Absence

Michigan law requires that whoever has custody or charge of any child between ages 6 and 18 shall ensure that the child attends public school during the entire school year. Michigan law also 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 (7:00 AM on the day of absence until 7:00 AM the following morning). Emails and notes are not accepted. Calls received after 24 hours will NOT be excused. Voicemails may be left 24 hours/day at 248.341.5610.

The following examples constitute an excused absence:

- Medical/illness or injury that requires the student's presence at home.
    - Three or more absences in a week or a pattern of excessive absence due to illness may require a physician's note at the discretion of the principal or his/her designee (see Excessive Excused Absences below)
- Procedural medical appointments (such as physicals), dental or mental health appointments
- Death in the family
- Court appearances
- College visits that have administrative approval (see prearranged absence information below)
- Religious observance MCL 380.1561(3)

Pre-arranged Absences (3 to 5 days)

- Pre-arranged absences, including family trips and other non-school events, must be pre-approved by building administration at least one week before the planned absences.
- Students are to complete the Pre-Arranged Absence Form available from the student's counselor and submit a completed form, ***including all required signatures,*** to the attendance secretary at least one week before the first day of the absence. (NEOLA 5200 Attendance)
- *Pre-arranged absences exceeding six (6) days will significantly impact a student's learning and require a meeting with a building administrator.

Unexcused Absences/Prohibited Behavior

An absence is considered unexcused if a student does not attend class during a class period and the parent does not communicate the absence to the attendance office for one of the reasons listed above (refer to Student Code of Conduct).

1. All absences shall be considered unexcused if not cleared within 24 hours.
    - For example, skipping, leaving class without permission, or oversleeping cannot be excused by a parent and will be considered unexcused.
2. An unexcused absence may result in the following actions:
    - The teacher may not accept an assignment or allow the makeup of an assessment/assignment during that class period.
    - The student may receive an attendance discipline referral, a conference with an administrator, and/or loss of privileges.
    - Subsequent unexcused absences may result in further disciplinary action.

Excessive absences (including excused and unexcused)

Students with excessive absences (more than five excused and/or unexcused per class per semester) will be referred to the counseling staff and building administration. Student success is greatly improved when they regularly attend school, and five absences equate to a loss of at least 10% of class instruction per semester. Administrators may use the following disciplinary actions and interventions to engage students in positive attendance behavior:

- Student conference with administration or designee
- Parent notification/conference
- Loss of privileges including but not limited to:
    - Driving privileges revoked and/or limited
    - Loss of passing time
    - Suspension of co-curricular activities
    - Suspension from school-sponsored activities and events
- The BHHS administration may implement an attendance contract to support the student's success. The contract will outline attendance expectations and classwork submission requirements.
- Referral to the Oakland County Truancy Officer (18+ absences)

Students who accumulate 8 or more total absences per semester (excused/unexcused) in a class will lose their ability to earn a grade for that course. When a student misses more than 15% of class time, it becomes difficult to accurately assess the student's performance. While demonstrating proficiency on work and assessments for a course may allow the student to earn credit ("G" Grade), a student grade includes additional factors that contribute to a student's performance in class (ex: collaboration, communication). We are committed to working with families when extraordinary circumstances arise. Please reach out to your counselor or associate principal for support in these situations.

Absence from Assessment(s)

There are times when an absence impacts an assessment in a course. Minimizing the student's removal from class to make up an assessment and remain current with course content is important. If a student has an excused absence for a course assessment:

- The student will take the assessment either during the next Interdisciplinary hour with prior arrangement with the teacher (for ninth and tenth grade) or during the next class period meeting.
- A pattern of behavior in being absent for assessments will require administrative intervention and include:
    - Student and Parent/Guardian conference with administration
    - Student and Parent/Guardian contract regarding attendance on assessment days that outline consequences for missing future assessments.

Tardiness

Students who are not in class when the bell rings are considered tardy. ***Students arriving late to the building must check in at the Attendance Office***. Students arriving late to the building without checking in will be referred to the Attendance Office.

1. Please call the Attendance Office at 248-341-5610 to be excused. You will be leaving a voicemail.
2. **Students arriving late to the building must check in at the Attendance Office.**
3. For class periods 1 and 2, students who are more than 30 minutes late to class will be marked absent unless previous arrangements have been made with the attendance secretary.
4. For class periods 3-8, students who are more than 10 minutes late to class will be marked absent unless previous arrangements have been made with the attendance secretary.
5. An accumulation of 3 tardies in any one class period will be counted as 1 absence in that class (ie. 6 tardies in 4th hour = 2 absences in 4th hour)

Chronic tardiness may result in the following:

a. Detention
b. Driving privileges revoked and/or limited
c. Loss of passing time
d. Suspension of co-curricular activities
e. Suspension from school-sponsored activities and events

Participation in Athletics and Co-Curricular Activities

According to the Bloomfield Hills Athletic Code of Conduct, students must be present for at least 50% of the school day in order to participate in athletic or co-curricular activities that same day or evening (Including performances/plays/rehearsals). Exceptions, including excused absences, must be approved by a building administrator.

Early Dismissal

Early dismissal request calls must be placed before 2:00 pm, and students needing to be dismissed between 2:01 and 2:40 must be pre-arranged to ensure the student receives the electronic pass via student email to be dismissed. In the case of an emergency after 2:00 pm, a parent or parental designee will need to come into the building to request an early dismissal from the attendance office.

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 to the student.

Upon receiving a call from the parent/guardian to excuse their student, the attendance office will send an electronic email 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. Students leaving school grounds without permission will be subject to disciplinary action.
2. Students must check out with the Attendance Office before 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. For student safety, students will NOT be excused from the building during lunch to eat elsewhere. They are also prohibited from ordering food to be delivered to the building at any time during the school day between 7:45 a.m. and 2:40 p.m.

Senior Skip Days

The school/district does not recognize or condone these days. Senior Skip Day is not an approved excused absence.

Age of Majority for Student Attendance

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