

SLHS ATTENDANCE PROCEDURES

Consistent attendance is vitally important to the academic growth and success of your student. It is the responsibility of parents and guardians to ensure that students are attending school on a regular basis. Please make certain that your student, when healthy, attends each of his/her classes — whether online or in person — every day. Thank you for your support.

The following attendance procedures are in place for the 2022-2023 school year.

Quick Guide — Whom Do I Contact?

<ul style="list-style-type: none">• To pre-arrange an absence• To confirm the accuracy of your student's attendance• To arrange an early dismissal• To report an illness	To report absences that impact athletic participation	To discuss attendance concerns and questions
↓ SLHS attendance office: 248-573-8145	↓ Contact coach or call athletics office: 248-573-8170	↓ Contact a school administrator

Absences

- Teachers will record attendance at the beginning of the class period and mark students who are not in attendance as “Absent” or “A”.
- Students taking 21f courses (through online vendors like Michigan Virtual) must meet with their guidance counselors or another designated staff member on a weekly basis in order to be marked present for their online courses. Students are expected to respond promptly to their counselor's invitation to meet. Students taking online vendor courses who do not meet with their counselors will be marked absent.
- Parents and guardians will receive an automated call in the afternoon from SLHS to confirm that your student was absent from school. Parents can also check their student's attendance by logging in to Skyward Family Access.
- If absences become excessive, parents and guardians will be contacted by a school administrator to discuss the student's attendance pattern and, when necessary, develop an intervention plan.

Late Arrivals

- Students who arrive at school at 7:30 AM or later for a first hour class must present their ID before being admitted to the building. Late students must follow the posted procedure before going to first hour class.
- Students who accrue excessive tardies (3 or more) will be contacted by their assistant principal and assigned Saturday detention hours if their morning attendance does not improve.

Early Dismissals

- If you know that your student will be missing school ahead of time, please contact the SLHS attendance office at 248-573-8145. You can also call the SLHS attendance line if your student needs to leave the building unexpectedly in the middle of the school day. Documentation must be submitted by parents/guardians in order to excuse an absence.
- All students must come to the SLHS attendance office before leaving school. Students will not be permitted to leave the building during school hours without permission from a parent or guardian to leave early.
- Reminder: SLHS is a closed campus. Students cannot leave campus for lunch.

Athletics and Absences

- In order to participate in any athletic team practice or contest, the student-athlete must be in attendance **the entire school day** of the practice or contest. For contests/practices that take place when school is not in session, the student-athlete must be in attendance the entire day on the preceding day.
- **Exceptions** include prearranged medical/dental appointments, court appearances, a death in the family, or funeral attendance. Absences must be pre-arranged with your student-athlete's coach or the athletics office.
- If your student-athlete does not attend school on the day of a game or meet, and has not pre-arranged it with the coach/athletic department, he/she may not participate in team practices/contests. Call the athletic office with questions: 248-573-8170.