

## SLEHS 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 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?

To pre-arrange an absence or to confirm the accuracy of your student's attendance	To arrange an early dismissal	To report a Covid positive case	To report absences that impact athletic participation	To discuss attendance concerns and questions
↓ Contact your Attendance Office 248-573-8710	↓ Attendance line 248-573-8710 or Main line: 248-573-8700	↓ Attendance line: 248-573-8710	↓ Contact coach or call athletics office: 248-573-8720	↓ Contact a school administrator

### Absences — Information

- Teachers will record attendance at the beginning of the class period and mark students who are not in attendance as “Absent” or “A”. This applies to students who are learning in-person and VLP students.
- Parents and guardians will receive an automated call in the afternoon from SLEHS to **confirm** that your student was absent from school.
- If absences become excessive, parents and guardians will be contacted by a school administrator to discuss the student's attendance pattern.

### Late Arrivals — New Information

- If a student arrives at school after classes have begun, he/she will have to sign in by completing an online form before entering the building. To access the online form, students can use their smartphone to scan a QR code, which will be posted at each student entrance. If a smartphone is not available, students can push the intercom button to speak to a school secretary.
- Once students have completed the brief online sign-in form, they will be admitted into the building and can proceed right to class.
- Please note that we are marking tardies at this time.

## Early Dismissals for driving students — Information

- Please leave a message on the attendance line if your student needs to leave the building unexpectedly: **248-573-8710**.
- If you have not already contacted your student, he/she will be notified. Before leaving, your student **must** complete and submit the SLEHS Early Dismissal Form. To complete this form, students will scan a QR code which is posted in the Attendance Office.
- Reminder: SLEHS is a **closed campus**. Students cannot leave campus for lunch or prior to dismissal time without permission.

## Athletics and Absences

- Student-athletes are expected to attend and participate in all practices and team meetings, and carry out the directives of coaches.
- In order to participate in any Athletic Department CONTEST, the athlete must be in attendance the entire school day of the contest. Exceptions would be such things as pre-arranged medical or dental appointments, scheduled court appearances, death in the family or funeral attendance, job shadowing, and college visits. These must be cleared with the Athletic Director in advance.
- Any athlete, who is suspended, (either out of school or in-school suspension) for violation of the policies and regulations of the student handbook at a minimum, **WILL BE PROHIBITED FROM PARTICIPATION IN CONTESTS OR PRACTICES** on the day(s) that the suspension is served.
  - \* Failure to attend a practice or competition without a valid excuse, (as outlined above) may result in loss of participation for up to one calendar week from the date of the unexcused absence.
  - \* A second unexcused absence will result in up to two weeks loss of participation.
  - \* A third unexcused absence will result in removal from the squad.
- If you have questions, please call the Athletic Office at 248-573-8720.

## Whom should I contact if I have a question about my student's attendance?

- If you have a question about the accuracy of your student's attendance in a specific class, please contact your student's teacher.
- If you have a question about this semester's attendance policy or are concerned about your student's pattern of attendance, please contact a school administrator.

<p><b>Karen Fisher</b> Principal <a href="mailto:fisherk@slcs.us">fisherk@slcs.us</a></p>	<p><b>Matt Hamill</b> Assistant Principal (A-L) <a href="mailto:hamillm@slcs.us">hamillm@slcs.us</a></p>	<p><b>Leslie Munger</b> Assistant Principal (M-Z) <a href="mailto:mungerl@slcs.us">mungerl@slcs.us</a></p>
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The Board requires all students enrolled in the schools of this District to attend school regularly in accordance with the laws of the State. The District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a highly qualified teacher are vital to this purpose.

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board. Excused and/or unexcused absences are cumulative for the entire semester.

**Excused Absences.** Under the school policy, students are expected to attend all classes. The following absences are excused:

- Personal illness of student or family member;
- Death of a family member or close friend of the family or student;
- Medical or dental care;
- Religious observances;
- Participation in a legal proceeding;
- Suspension days; and
- Circumstances as approved by the Superintendent or designee.

**Unexcused Absences.** Unexcused absences may include but are not limited to the following:

- Truancy;
- Leaving school without permission; and
- Signing in late.

**Exempt Absences.** Exempt absences, which do not count toward absence totals, are school-sponsored activities such as class field trips.

**Student Vacations During the School Year.** Whenever a proposed absence-for-vacation is requested, parents should discuss it with the building administrator. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence. The student may be given approximate assignments and materials for completion. At the secondary level the Pre-Planned Family Activity form is completed and signed by all teachers and building principal. Separate daily assignments may be given. The time missed will be counted as an excused absence, but shall not be a factor in determining grades unless make-up work is not completed.

**Truancy.** A student shall be considered truant each day or part of the day s/he is inexcusably absent from his/her assigned location. Absence is defined as non-presence in the assigned location any time beyond the tardiness limit. A student will be considered tardy rather than absent if s/he is in his/her assigned location within 10 minutes after the official start of the school day or activity.

Truancy demonstrates a deliberate disregard for the educational program and is considered as a serious matter. A record of the truancy will be entered in the student's record file.

The disciplining of truant students shall be in accord with Board policies and the Student Code of Conduct.

### ***High School Guidelines.***

- Step 1: Absences are cumulative for the entire semester. On the occasion of each unexcused absence, the Attendance Office will either e-mail or mail an unexcused notice to the parent.
- Step 2: Notification of parents or guardians once student has missed seven (7) days.
- Step 3: Student misses ten (10) days: Notification of parents or guardians once student has missed ten (10) days.
- Step 4: Student misses 15 days: Parent or guardian is notified by an East administrator and a Youth Assistance referral is made.
- Step 5: Student continues to miss school and the family does not follow through with Youth Assistance: A referral is made to Oakland County truancy officer. If absences continue, the child and/or parent may be held accountable and taken to court.

*Encouraging Attendance.* Promoting and fostering desired student attendance habits requires a commitment from the administration, faculty, and parents. No single individual or group can - in and of itself - successfully accomplish this task.