

ADMINISTRATIVE GUIDELINES FOR HIGH SCHOOL ATTENDANCE BOARD POLICY 5200

The Grosse Pointe Public School System believes that students should be in class, on time, every school day. The district believes that a good school attendance program is necessary in order to uphold standards, support academic success, and promote responsible, lifelong attendance habits. Early intervention and personal assistance with attendance problems by counselors, social workers, administrators, teachers, and office staff are offered whenever appropriate.

RESPONSIBILITIES

The school system believes that a school attendance program is possible when accountability for class attendance is mutually shared on a daily and hourly basis among students, parents, teachers, counselors, administrators, and attendance office staff. These daily attendance responsibilities are:

Students attend all classes on time each day, follow the attendance guidelines and monitor their attendance on the district web application, Student Connect.

Parents report a student's absence and the reason for absence by 10 AM on the day following absence, or before the student leaves the building for an unavoidable appointment or illness. Parents monitor student attendance on the district web application, Parent Connect.

Teachers encourage good attendance by shaping classroom strategies that motivate student attendance and punctuality.

Counselors communicate with staff and parents and provide supportive assistance when appropriate.

Administrators communicate concerns, collect data, observe patterns, and monitor classroom attendance.

Office Staff members maintain accurate attendance records and work together with students, parents, and staff.

DEFINITIONS

Unexcused Absence

An unexcused student absence is an absence 1) that is not an excused absence as defined below, 2) an otherwise excused absence with no parent/guardian call, at the latest, by 10 AM on the day following the absence, 3) arrival to class without a note more than 6 minutes after the bell, or 4) leaving the building without prior permission from a parent/guardian call.

Excused Absence

An excused absence is defined as an absence that the parents notify the school about in a timely way. Some excused absences may be exempt from the cap of ten total absences, defined on page 2. The following excused absences are considered exempt from the cap of ten, provided that documentation is submitted for each exempted absence within one week of a student's return to school:

- A. medical
- B. college visits
- C. required court appearances
- D. professional appointments
- E. school related absences: field trips, athletics, guidance counselor or other special circumstances
- F. observation or celebration of a bona fide religious holiday
- G. funerals
- H. such other good cause as may be acceptable to the Superintendent or principal

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any assigned place where school is in session by authority of the Board.

Tardiness

Tardiness is defined as entering a classroom without an official pass from a staff member after the bell, up through the first 6 minutes of class.

REGULATIONS

1. The Superintendent shall require, from the parent of each student or from an adult student who has been absent for any reason, a statement and/or confirmation of the cause for such absence. The Board reserves the right to verify through its administrators such statements and to investigate the cause of each absence.
2. The district distinguishes between excused and unexcused absences. Parents are notified of every unexcused absence. The school may impose disciplinary consequences for any unexcused absence.
3. Absences will be capped at three (3) unexcused or ten (10) total absences in each class per semester. Students will not be allowed to make up work, including tests or quizzes, for an unexcused absence. Homework, assignments, quizzes, tests, projects, etc. that is due on the day of an unexcused absence may be recorded as a 0 in the teacher's gradebook. The following consequences will serve as interventions when these thresholds are exceeded:
 - a. 3rd unexcused absence: one (1) day in-school separation, direct parent contact, and written correspondence to the parent.
 - b. 8th total absence: written correspondence sent to the parent
 - c. 4th unexcused or 11th total absence: Students may be removed from the class. If a student is removed from the class, he/she will be placed in a tutorial and issued a letter "R" grade, indicating removal from the course for attendance reasons, with no credit assigned. This grade will not count against a student's grade point average. The student will continue to have an opportunity to earn credit in the class if he/she is able to pass (with a C+ or better grade) the district-approved test-out assessment. In this case, the student will be issued a "G" (passing) grade indicating credit earned. This grade will not be computed in the student's semester or cumulative grade point average.
4. Tardy policies will continue to be the responsibility of individual classroom teachers.

5. Arrival to class without a note more than 6 minutes after the bell constitutes an unexcused absence. Arrival to class less than 6 minutes after the bell constitutes a tardy.
6. Parents will continue to be contacted daily by the automated calling system for any unexcused absence including 6-minute tardies. Attendance records will also be available to parents daily through Parent Connect.

COMMUNICATING ATTENDANCE ISSUES

1. Parents are required to report a student's absence and the reason for absence by 10 AM on the day following absence, or before the student leaves the building for an unavoidable appointment or illness.
North High School Attendance Office: 432-3201
South High School Attendance Office: 432-3501
2. The district uses an automated call-out system to notify parents of any unreported absence from school at the end of the school day. Parents have until 10 AM on the day following the absence to communicate with the school before the absence is recorded as unexcused.
3. Upon a student's third unexcused absence in a class parents will receive a personal phone call from attendance personnel and will receive written notification through e-mail or US mail.
4. Students who must leave school during the school day must have their parent/guardian phone the Attendance Office before the student is excused from school. The student must sign out through the attendance office prior to leaving the school building. Students who do not check out properly through the Attendance Office will be considered unexcused for all class periods that are missed. Upon returning to school, the student is responsible for checking back in to school through the Attendance Office.
5. Student will not be allowed to make-up work, including tests or quizzes, for unexcused class periods.
6. Students will be allowed to do make-up work for separations per GPPSS student policies.
7. Please note: A parent/guardian cannot excuse any absence or tardy for a student who is on campus, or a student who leaves campus without properly signing-out in the high school attendance office.

APPEALS TO ADMINISTRATORS AND THE ATTENDANCE REVIEW BOARD

To appeal removal from a class for poor attendance, a student must complete an application available in the attendance office that is signed by his/her parent or guardian within five (5) school days of removal in order to present a case to the Attendance Review Board (ARB) in a timely way. Appeals must first be heard by the building administrator. Technical and procedural errors should be brought to the administrator's attention as quickly as possible. Building administrators have the prerogative to review any attendance case at any point, and have the discretion to exempt student absences and/or grant appeals. For appeals denied by a building administrator, further appeal may be made to the ARB if the student's parent or guardian makes a written request within three school days of an appeal being denied by an administrator.

After filing an attendance appeal, a student continues to attend his/her class and to do all work in the class until the attendance appeal is heard.

When the Attendance Review Board is acting during an intervention or on the appeal of a student, parent or advocate, the ARB reviews each situation on an individual case basis. An ARB is comprised of one (1) administrator and one (1) teacher. It meets as often as necessary during the school year.

The Attendance Review Board examines the facts of each appeal to determine if a student is to be retained in a class. The ARB will include in its written decision a statement about how the student's grade and credit for the course will be computed for the semester/year. A parent or guardian or adult advocate for the student (e.g. the student's counselor) must accompany the student during the scheduled ARB or the appeal is dropped due to lack of support, or rescheduled due to an unexpected conflict.

Appeals options may include:

- uphold the removal from class;
- allow a student to audit a class;
- design a set of specific criteria for "another chance" known as a performance contract;
- reinstate the student in the class.

VACATIONS AND OTHER PRE-ARRANGED ABSENCES

The school system does not condone vacation absences that exceed school-scheduled vacation periods although a student may be excused if approved by the principal. Parents are responsible for restricting vacations to designated times. If absences beyond the school-scheduled vacation period become necessary, prior to his/her absence, a student must:

- obtain a pre-arranged absence form from his/her counselor,
- have his/her teachers sign the form as acknowledgement but not approval of the absence, and
- obtain the permission of the principal

If this process is not followed, teachers are not obligated to allow a student to make up missed work.

If this procedure is followed, students have the opportunity to complete assignments and make up tests, but teachers are under no obligation to provide extra help after vacations. Students have 3 days to make up assignments and tests after they return. If assignments and tests are not completed within 3 days, a failing grade for the test or assignment may be given.

MAKE-UP PRIVILEGES

Make-up privileges are allowed for absences that are excused. Grades can be earned if students make up their work within a reasonable time after the absence, subject to health or other extenuating circumstances. A reasonable time is defined as generally no more than twice the number of days of the absence. If work is not made up within this time, a failing grade for the test or assignment may be given.

TARDINESS

All tardies are to be dealt with by the individual teacher within their classroom rules understanding that consequences may differ. It is recommended that teachers refer students to the administration after six tardies in a class have been issued, and every three tardies beyond the original six. Teachers are to present their practice to parents at Back-to-School Night with a copy provided to the administration. Teachers are to continue to use the

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Attendance Code “R” for arrival past 6 minutes, which is an unexcused absence, and a “T” for the daily tardy.

CLINIC

Visits during a class to the school clinic may constitute an unexcused absence unless it is the result of an injury or a medical situation requiring documented medical care.

PLEASE NOTE: An administrator has the discretion to exempt student absences as special circumstances may dictate during the school year. When a sensitive or personal issue is involved in an attendance matter, a parent, a student, or a student’s advocate may request that an administrator deal directly with the case. In such situations, administrator confidentiality and an exemption may be requested.