

Attendance Policy

We believe that students who have good attendance habits are more likely to achieve better grades, enjoy school life to a greater degree, and have more employment opportunities after leaving school. We also believe that good attendance habits contribute to the development of a positive school climate, improved instruction and increased staff and student morale.

The attendance policy is intended to encourage students to develop good attendance habits so that they may take full advantage of the educational opportunities provided by Fowlerville High School.

Student/Parent Responsibilities

1. Students are expected to arrive on time and attend all assigned classes.
2. If a student arrives at school after the final bell for first hour (7:30) or any time thereafter, the student must sign in at the attendance office.
3. Parents must call school to excuse their student otherwise the student will be marked unexcused. The school reserves the right to determine if the reason is excused or unexcused.
4. If students must leave school during the day, the parent must have contact with the school to grant permission prior to the student leaving. Students will be issued a pass from the attendance office but they must sign-out prior to leaving and sign-in when they return. If a student fails to sign-in or out, they will be given a warning the first time and a Group I violation for each time thereafter. Leaving the building or class without permission is considered a group II violation.
5. To excuse an absence, parents must call the Attendance Office within a 48-hr period from the day of the absence. (example: absence on Monday, call must come in by Wednesday). The telephone number is 223-6080. This number may be called 24-hours a day, seven days a week.
6. Parents are urged to consider school hours and the school calendar when scheduling appointments and vacations. Always bring notification from a medical or court appointment as they are taken into consideration for loss of credit consequences. **Always bring notification from a medical or court appointment within 10 school days to have the absence exempt from the student's absence total.**
7. Students and parents, accumulating nine (9) or more absences during a semester will result in a student failing a course. The eight-absence limit includes any absence except medically documented illnesses, funeral, court, or school sponsored/assigned events. Vacation, illness days, hunting, or any other missed school day will be included in the eight (8) day limitation.
8. Students and parents are responsible to keep track of the number of absences in each class period and seek adjustments through the attendance office if errors are discovered.
9. Failure to follow these procedures may result in disciplinary action for the student.

Attendance Protocol

- The number of unexcused/excused absences students may accumulate before disciplinary action occurs is eight (8) per semester.
- If a student goes over the allotted number (8), then the student violates the attendance guidelines set forth by the school and loses their grade and possibly their credit in the course. The student is encouraged to follow the attendance appeal process.
- If a student goes over eight absences (9 or more), the following may occur:
 1. Student is still encouraged to finish the course as best as possible.
 2. The student can appeal the loss of grade/credit to the Assistant Principal.
 3. If the appeal is denied and the student is passing the course at the end of the semester before the exam, the student must receive a 77% or higher on the exam in order to earn the grade for the course.
 - a. EX: Student had 17 absences and the appeal was denied, yet had a 88% grade going into the final; the student must earn a 77% or higher on the end of semester exam in order to receive the grade for the course.
 4. If the appeal is denied, the student is passing the course ($\geq 60\%$) before the exam, and receives an exam score between 60% and 76%, credit is earned for the course, yet a 0.00 G.P.A. is applied to the student's record.
 5. If the appeal is denied, the student is failing the course ($< 60\%$) before the exam, yet earns a 77% or higher on the exam, then the student earns credit for the course, but receives a 0.00 G.P.A. for the course.
 6. Student who passes overall course ($\geq 60\%$) the class and DOES NOT appeal receive an "F". The student earns credit for the course, but receives a 0.00 G.P.A. for the course.
 7. If the appeal is denied, the student is failing the course ($< 60\%$) before the exam, and scores a 76 % or lower on the exam, then the student does not earn credit for the course and receives a 0.00 G.P.A. and an E for the course.

A parent may appeal the committee's decision to the high school principal, the superintendent, and finally the school board. The deadline to appeal the decision to the building principal will be listed on the appeal paperwork that can be picked up in the main office. Students who fail to earn credit in an academic semester due to attendance may regain credit by successfully completing summer school or credit recovery.

Truancy

Students who intentionally do not attend their regularly scheduled classes are considered truant and subject to disciplinary action under the student code of conduct. Furthermore, students whom are deemed minors in the State of Michigan are required by law to attend school regularly. If a minor student does not meet this requirement, a State truancy officer will be notified.

Excused/Unexcused Absences

Excused absences are approved absences reported to the school attendance office. Excused absences include:

1. Absences for religious observances.
2. Absences for personal or family illness.
3. Absences for personal or family business.
4. Absences for the death of friends or family members.
5. Absences for medical or dental care.
6. Absences for participation in legal or court proceedings.
7. Reportable vehicle accidents.
8. Natural disasters or family emergency.
9. Absences for pre-arranged vacations.
10. A parent may not excuse a student for a "Skip Day".
11. Suspension given by a building administrator

***Excused absences must be reported to the school within a 48-hour period from the date of the absence. Our attendance hotline (517-223-6080) can be reached 24-hours a day, 7 days a week. Our recordings are dated, so please always leave a message.**

Unexcused absences include:

1. Absences that are not approved by the school.
2. Absences resulting from leaving class or school without being granted permission from school authorities.
3. Absences not reported by a parent within **48** hours.
4. Absences resulting from an unexcused tardy of more than 15 minutes 1st hour or 5 minutes 2nd - 6th hours.

Unexcused absences occurring during the school day after the student has arrived at school could be considered truancy. If the student leaves the building without permission during the hour(s) of the unexcused absence the student will receive a Group II violation.

NOTE: *the school reserves the right to determine if an absence is excused or unexcused.*

Extended Illnesses

When, in a teacher's opinion, illness or other valid reasons have interfered with your ability to meet class deadlines, an incomplete can be given rather than a grade. In such cases the student will have one day for every day he is absent, up to three (3) days, to make up the work missed. Extended absence for excused medical reasons will be dealt with on a case-by-case basis. Failure to comply with this condition may result in a failing grade.

Make-Up Work and Absences

Students should arrange make-up time with teachers immediately upon return from an absence. **This responsibility belongs to the student.** Students will

not have additional make-up time for assignments and tests that have been scheduled three (3) or more days in advance. Students absent for 1 or 2 days will be expected to hand in all work for credit during class on the second day of return. Students absent for 3 or more days will have a homework request sent out for student pick-up and all work will be expected to be handed in during class on the third day of return.

Parent Notification

Absences

- The automatic caller is set to contact parents on any student absence of one or more class period(s) at school.
- The automatic caller is set to contact parents on their student's 5th and 7th semester absence of a course. This message includes what the consequence is for achieving 9 or more absences to one course.
- The student is personally notified upon reaching their 5th and 7th absence to a course of what the ramifications are for accumulating a 9th absence in a course.
- Upon accumulating the 9th absence to a course, a letter is sent home informing the parents of the appeal process and what the 9th absences mean for the student's course grade.

Tardy to Class

- The automatic caller is set to contact parents on any student tardy to one or more class period(s).
- The automatic caller is set to contact parents on their student's 3rd, 6th, and 9th semester tardy to a course.
- The student is personally notified upon reaching their 4th or more tardies to a course of what the consequences are for each tardy to the respective course.

Shared Students Between Junior High and High School

Students that attend class in a different building, such as a high school class offered in the junior high school, are permitted in the assigned building only during the time of the assigned class. If the class is scheduled for first hour, the visiting student should not enter assigned building before 7:25 a.m.

Planned Absence

If parents wish to have the student miss school for a planned vacation or other reasons such as but not limited to, hunting, job search, or family trips, the student must come to the office for a special form. The form has to be signed by the teachers, parents, and administration before becoming valid. It will include work assigned for classes missed that should be completed at least three days prior to the absence. These days will be considered as part of the eight days allowed per semester.