

## HIGH SCHOOL ATTENDANCE PHILOSOPHY

The Ann Arbor Board of Education believes that regular and punctual attendance by students results in greater levels of student achievement in a safe, secure, and orderly school, in higher staff and student morale, and in better preparation for post-high school life. An essential part of all education takes place through social interaction that one cannot learn from studying texts. While independent work and/or research is vital, it is equally important to hear lectures, participate in activities and discussions, be exposed to other peoples' ideas, and work with non-print materials. For this reason, daily attendance and participating in class is crucial and will impact student performance.

Students and their parents/guardians should understand that excessive absences, whether excused or unexcused, might often drastically affect class grades. Successful students are seldom absent.

## HIGH SCHOOL ATTENDANCE PROCEDURES

Students are expected to be in class, punctual, and prepared to participate in the learning process every day. Regular attendance and punctuality are essential if students are to make use of the educational opportunities in high school.

### ➤ **EXCUSED ABSENCES**

To excuse an absence a student's parent/guardian must notify (e.g. in person or a phone call-notes are not accepted) the school of the student's absence within 48 hours with an acceptable reason. Parents/guardians may excuse absence only for the following reasons:

1. Personal illness
2. Illness of an immediate family member
3. Death of a family member or close friend
4. Verified medical or dental
5. Verified legal proceedings
6. Emergency removal for administrative reasons
7. Suspension from school
8. Approved school-sponsored or school-related activities
9. Emergency childcare
10. Exceptional or unexpected transportation difficulties
11. Observance of a religious holiday
12. Other activities approved by school administration
13. Pre-excused family travel/college visits

### **ADDITIONAL NOTES**

- The grade level administrator must pre-approve absences for family travel/college visits to allow for make-up privileges. Families are expected to completely fill out a "Request for Extended Absence" form and turn it in at the grade level office in advance. Once an extended absence is approved, the student has the responsibility to make the appropriate arrangements with his/her teachers.
- When leaving during your scheduled school hours, student must check out at the general office, or the clinic. Parent's must still call the attendance office to report the absence and the reason.
- Parents/guardians may not excuse students from class in order to remain in school to study for a test, go to the media center, complete make-up work, or attend some other in-school activity.

### ➤ **EXCUSED ABSENCE PROCEDURE**

When calling in an absence, please be prepared to leave the following information:

- |                 |                                 |                               |
|-----------------|---------------------------------|-------------------------------|
| •Student's name | •Grade Level                    | •Reason for absence           |
| •LD. Number     | •Date(s) and time(s) of absence | •your relationship to student |

### ➤ **UNEXCUSED ABSENCES**

Unexcused absences are those absences where the student fails to attend class and the parent or guardian has not notified the school in accordance with the required attendance procedures. Students may not make up work (including tests) for credit due to unexcused absences.

### ➤ **MAKE-UP WORK**

Teachers must allow students to make up work due to excused absences. Two days will be granted for the make-up of one day's excused absence. Students are expected to take the initiative in asking teachers for make up work. Any work that is not made-up in accordance with these procedures will receive no credit.

### ➤ **ATTENDANCE INCENTIVES**

While students are expected to attend school regularly, exemplary attendance may be recognized and rewarded by individual attendance.

Examples of appropriate incentives might include but are not limited to the following:

- Bonus points toward exam grades
- Bonus points toward marking period grades
- Presentation of awards and certificates
- Privileged parking passes

### ➤ **TARDY (EXCUSED AND UNEXCUSED)**

Students have a responsibility to arrive on time. An unexcused tardy occurs when a student arrives after the bell rings without an acceptable excuse. Consequences for unexcused tardiness will be in accordance with the provisions of the *Rights and Responsibilities Handbook* and Local School Rules.

**NOTE: Previous policies regarding 2 % deductions from overall grades/participation credit due to absences and/or tardies is no longer in effect.**

*Updated November 2011*