

Beecher High School

Attendance Procedure

Attendance Procedure

Attendance calls to all absent students will be made daily. It is the parents' responsibility to call the Main Office to report their student's absence at (810) 591-9241.

The following process for student attendance is applicable at each semester of the school year:

- Three (3) undocumented absences will result in an attendance letter being sent home and a personal contact being made concerning attendance
- Students accumulating four (4) or more undocumented absences will be invited, along with their parent or guardian, to attend an Attendance Team Meeting, along with having the consequence of the loss of extracurricular privileges, including participation and attendance of sports practices and events, after school programs, and school performances and assemblies. Privileges will be reinstated upon the student making up attendance, as outlined in the **Attendance Make-Up** section below.
- Accumulation of seven (7) undocumented absence will result in a mandatory Attendance Team Meeting that will serve to explain the effect of truancy on the student and his or her family. School authorities reserve the right at this step to do any or all of the following:
 - Home visit
 - Certified attendance notification
 - Attendance contract
 - Closure of classes
 - Referral to school social worker
 - Communication with external agencies (support programs, alternative programs, MDHHS, etc...)
- If a student accumulates ten (10) or more undocumented absences, he or she will receive a maximum of 60% for the final grade in his/her class. To overcome this limit to their grade, the student must make up attendance as outlined in the **Attendance Make-Up** section below. Student will also be referred to the Genesee County Attendance Task Force, and will face potential court hearings and legal consequences as part of those processes. Additionally, students that accumulate 10 or more undocumented absences in a semester will lose extracurricular privileges as noted above for the remainder of the semester.
- Students that have ten (10) consecutive days of unexcused absences will result in being dropped from the school for non-attendance. Students wishing to return to the school after that point will need to be reenrolled.

Documented Absences

Documented absences will not count toward the total number of absences. To be considered documented absences, supporting documentation must be turned in within three (3) days of the student's return to school following the absence or submitted prior to the student's absence. The following are considered documented absences:

- Hospitalization/medical leave
- Religious obligations

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- Mandatory court appearances
- Funerals
- Verified doctor/dentist appointments
- Field trips and other school or school-related activities that are properly authorized and preapproved by the school office
- Verified college visits
- Out of school suspensions

Excused Absences

An excused absence must be verified by the parent or guardian within three (3) school days. Absences (excused and unexcused combined) may not exceed ten (10) absences in a semester course or the student will be capped at a maximum of 60% for the course and will lose all privileges of extracurricular activities and events. Both excused and unexcused absences will count toward the total number of absences. Excused absences include the following:

- Illness verified by a parent/guardian
- Pre-arranged family vacation

In the event that an extended absence can be planned ahead of time, parents should discuss the pending absence with the principal and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the absence. Pre-arranged absence forms can be obtained in the office and must be filled out and signed by a parent/guardian, teachers, and administrator prior to the absence. The pre-arranged absence will count towards the total absences as defined by this policy.

Students with a health condition that results in repeated absence are to provide the school office with registered physician documentation that explains the condition. Those situations will be reviewed and considered on a case-by-case basis.

Unexcused Absences

Daily phone calls will be made to the parent/guardian (assuming the phone numbers are up to date) after an absence or tardy. Some examples of unexcused absences are as follows: oversleeping, car trouble, missing a ride or the bus, skipping, work, no parent phone call within 72 hours of an absence, or truancy.

Attendance Make-Up

Students will have the opportunity to make up three (3) full days of absence by attending extended day programs for a total of four (4) hours. Extended day is offered immediately after school on Tuesday, Wednesday, and Thursday of each week for 1 hour and 20 minutes each day, thus attending one week of extended day (3 days) will excuse the student for 3 days of absence. Arrangements to attend extended day can be made through the main office or the behavior interventionist. Students are required to bring academic work or suitable reading material. Violation of rules that leads to dismissal from extended day will result in that day not counting toward attendance make-up.