

# **BRIGHTON HIGH SCHOOL ATTENDANCE POLICY**

We, the staff of Brighton High School, believe that active participation in the classroom experience is critical to ensuring that students receive the best education available. We believe that discussions and classroom activities are not replicable and are essential to the intellectual and emotional development of students; in fact, these interactions help develop the knowledge, skills, and attitudes necessary for participation in a diverse, competitive and ever-changing world.

We believe that successful student attendance is a shared responsibility between the school and the home. Students are responsible for attending class and participating fully in their educational experience. Teachers are responsible for providing a rich learning environment and for keeping accurate records of attendance. Administrators, counselors and non-instructional staff are responsible for supporting students in the successful pursuit of their education, which includes good attendance. Parents/guardians are responsible for establishing the expectation of good attendance and for communicating any legitimate absence to the school in a timely fashion.

We believe that all students are creative and intelligent, that they have much to offer the educational environment of our school and that their input and insight are essential, not only to their growth, but to that of everyone else as well.

The BHS Attendance Policy was created from the philosophy that good attendance is critical to success in school and in life and is a product of what happens in the home and in the classroom/school. The following policy is meant to support good attendance behavior while at the same time allowing for those occasions when being absent is unavoidable.

## **ATTENDANCE POLICY OVERVIEW:**

Each semester, students will be allowed 7 absences. When the absence is excused, the student will be able to make up missed work/assignments/tests without penalty. If the absence is unexcused, the student will not be able to make up missed work/assignments/tests. Once a student reaches 8 absences (excused or unexcused), he/she enters into a "loss of credit" status. The student will continue to attend class and work towards academic success. If there are no additional absences, the "loss of credit" status will revert back

into course credit with the earned grade. In cases of continued but limited excused absences, the student will have the opportunity to appeal the "loss of credit" status, presenting evidence of extenuating circumstances, and possibly have credit reinstated. In extreme cases of absenteeism, the student will be removed from class to complete the semester in the in-school suspension room.

Please note: Excused absences that WILL NOT count in the (7) day limitation are those for documented medical and court appointments, religious observances, funerals, and those for school business and suspensions.

### **ATTENDANCE POLICY GUIDELINES:**

A. In the event of an excused absence, parents/guardians should notify the Attendance Office by calling 810-299-4118. Calls must be received by 3:00 PM on the next day of school or the absence will be considered unexcused.

B. Unexcused absences are absences that are not approved by the school, absences that result from leaving class or school without being granted permission from school authorities, absences not reported by a parent/guardian within the requisite 24 hour period, and absences resulting from an unexcused tardy.

C. Grade Level Principals shall have final determination on any attendance issues.

D. An automated phone call is made to the parent/guardian after every unexcused absence. Parents/guardians should be sure to have an accurate phone/contact number on file with the school.

E. Unexcused absences will also result in progressive discipline consequences and over time be referred to the Livingston County Truant Officer.

F. Parents/Guardians should consider school hours and the school calendar when scheduling appointments and/or time away from school. In the event, school is missed because of an appointment; parents/guardians should present verification documents (for medical appointments, court appearances, etc.) upon return to school. Note: Documented medical and

court appointments, religious observances, funerals, school business and suspensions are not included in the 7 absence limit.

G. Students and parents/guardians 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. Attendance information is available 24 hours a day, on-line through Parent Connect. Parents/guardians may also request a print-out of attendance history through the appropriate Grade Level Principal.

H. If students must leave school during the day, the parent/guardian must contact the school to grant permission prior to the student leaving. Students leaving campus must sign-out at the Attendance Office and sign-in when they return. If a student arrives at school after the start of the first class, he/she must sign in at the Attendance Office and the parent/guardian must call the 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.

I. Make-Up Work: Acquiring and completing make-up work is the responsibility of the student. Students will be able to make up work for full credit for an excused absence within the same number of days that they have been excused from school. In other words, if the student is absent two days, he/she has two days after returning to school to make-up the work. Students will not be allowed to make-up work/assignments/tests missed due to an unexcused absence.

J. Assignments missed due to an extended excused absence (3 days or more) can be picked up by the parent/guardian from the Main Office. Please note: 24 hours advance notice is required for extended absence homework requests in order for staff to have time to provide assignments to the office. Requests for work are made by calling 810-299-4100.

K. Extended Illnesses/Hospitalization: Extended absences for excused medical reasons will be dealt with on a case-by-case basis with the appropriate Grade Level Principal. Parents/guardians should notify the Grade Level Principal as soon as possible in the event of hospitalization/extended illness in order for the staff to effectively support the student's success upon return. Parents/guardians are encouraged to bring documentation to the school immediately upon the student's return to classes

from an extended illness. Absences due to extended documented illnesses/hospitalization do not count toward the 7 absences limit.

L. Vacations during non-break times are strongly discouraged as they are a disruption to the student's educational experience. However, when families choose to take students out of school for vacations, the student must complete a pre-arranged family vacation request form. The forms can be obtained in the Main Office and must be completed by the parent/guardian, teachers, and the student's Grade Level Principal prior to the absence. Pre-arranged absences count toward the 7 absences limit.

M. Assemblies are an important part of the high school experience; moreover, they are not optional. Students are expected to be in attendance for all assemblies unless they are legitimately absent or not required to be present because the assembly is for a specific group or class. Attendance at assemblies will be part of class attendance for the class preceding the assembly. An absence from the assembly will count as an absence for the class.

### **EXCESSIVE ABSENCES: LOSS OF CREDIT STATUS**

Students are allowed to accumulate 7 absences during a semester without consequence provided the absences are excused. Accumulating 8 or more absences during a semester will result in a "loss of credit" status for the semester. The 7 absence limit includes any absence except those for documented medical and court appointments, religious observances, funerals, and those for school business and suspensions. All other absences will be included in the 7 absence limitation.

### **PARENT/GUARDIAN NOTIFICATION OF LOSS OF CREDIT STATUS**

Parents/guardians can monitor attendance via Parent Connect and are encouraged to do so frequently. Grade Level Principals will notify parents/guardians and students when the student accumulates his/her 7th absence in a semester. Contact will also be made at the time of the 8th absence to indicate a loss of credit for that semester. The student is expected to continue attending class and working diligently toward academic success.

## **REINSTATEMENT OF CREDIT**

If no further absences occur after a student has been notified of their 8<sup>th</sup> absence/loss of credit status, the student will have their credit reinstated in the class at the end of the semester. The student will take the final exam and receive the grade earned in the class.

If further excused absences have occurred after a student has been notified of their 8<sup>th</sup> absence/loss of credit status, the credit may be reinstated if there are extenuating circumstances related to the accumulation of excessive absences. Students may request a reinstatement of credit through an appeal process. All appeals must be requested in writing no later than two weeks prior to the end of the semester in which credit is going to be lost. An appeal committee will review all appeals during the last week of the semester before final exams. The appeal committee can decide to:

1. Reinstatement of a student's credit status. In this case, the student will take the final exam in the class and receive the grade earned in the class.
2. Leave the student in "loss of credit" status. In this case, the student will not take the final exam, and will spend final exam time in the in-school-suspension room. The student will not receive class credit.

The decision of the appeal committee is final.

## **RECOVERING CREDIT**

Students who have lost credit for excessive absences may recover their credit by:

1. Enrolling in the course at the start of a new semester
2. Testing-out of the course at the next scheduled test-out opportunity
3. Enrolling in an approved Credit Recovery program, i.e. Summer School or E2020

## **TRUANCY**

According to the Compulsory Attendance Law, “Every parent, guardian, or other person in this state having control and charge of a child from the age of six to the child’s sixteenth birthday shall send that child to the public schools during the entire school year. The child’s attendance shall be continuous and consecutive...”

The Brighton Area Schools will consider a child truant if:

a. S/he is unexcused absent from school for more than five days in succession

b. S/he is excused absent from school for more than 10 days in a 30 day period

c. S/he is absent 30 days or more in a school year

*Inquiries regarding the Brighton High School Attendance Policy can be directed to the appropriate Grade Level Principal.*

# **BRIGHTON HIGH SCHOOL TARDY POLICY**

## **PHILOSOPHY**

We, the staff of Brighton High School, believe that active participation in the classroom experience is critical to ensuring that students receive the best education available. We believe that discussions and classroom activities are not replicable and are essential to the intellectual and emotional development of students; in fact, these interactions help develop the knowledge, skills, and attitudes necessary for participation in a diverse, competitive and ever-changing world.

We believe that in order to provide the best education available, classes need to start on time each day. Staff and students need to engage in teaching and learning when the bell rings without the interruption of tardy students. The BHS Tardy Policy was created from the philosophy that punctuality is critical to success in school and in life. The following policy is meant to support punctual attendance behavior while at the same time allowing for those occasions when being tardy is unavoidable.

## **TARDY POLICY OVERVIEW:**

Students are to be in their assigned class and ready to learn when the tone signifying the start of the class period sounds. Students have seven minutes of passing time.

The first three tardies in any one class will be recorded and handled by the classroom teacher. On the fourth tardy, students arriving to class after the bell without a pass from school personnel are considered tardy unexcused and will be sent to the grade level principal who will place the student in the In-School Suspension room for the remainder of the hour for which they were tardy. The absence from class will count as an in school suspension. Work/assignments/tests missed due to being tardy unexcused must be made-up.

In the event a student remains after class to complete a test or consult with a teacher, the students will be permitted to the next class with a pass from the sending teacher/staff member. Students arriving to class late with a pass from a teacher, counselor, administrator, or other staff member at any point during the class period are not to be considered tardy or to be marked absent.

Excessive tardies will also result in progressive discipline procedures, and the student may be considered truant.

Students who arrive at school after the start of classes from an outside appointment must present a note to the attendance office from the appointment location or their parent/guardian documenting the absence. The student will then receive a pass from the Attendance Office for admittance into class. If an appointment is not documented, the time missed will be considered an unexcused absence and/or tardy and the student will report to the In-School suspension room until the next class begins.

*Grade Level Principals shall have final determination on any attendance issues. Inquiries regarding the Brighton High School Attendance Policy can be directed to the appropriate Grade Level*