

ATTENDANCE POLICY

Attendance Line: 517-663-9191

The ERHS attendance policy acknowledges that regular school attendance is a fundamental component of the learning process for all students and that good student attendance directly correlates with their attainment of academic success. Teachers, students, and their parents share responsibility to insure that students are regularly present in school and that timely communication occur whenever students are absent. To promote good attendance and academic success for our students the following policy and procedures are established:

- Students accumulating more than 8 absences during a trimester may face academic sanctions
- Whenever students must miss school, the school must receive notification indicating the reason for and the duration of the absence (within 48 hours of the absence)
- Non-chargeable absences include school related events such as: athletic events, school sponsored field trips, musical competitions and performances, in or out of school suspension.
- Chargeable absences are all other absences including illness, medical appointments, pre-arranged absences, family trips, religious events, funerals etc.
- Special consideration will be given absences which occur for emergency situations or serious and **documented** medical conditions
- No makeup of absences will be provided.
- The school will notify parents for each incident of student absence via instant alert and email. Teachers will contact parents directly upon the fifth absence and students will receive post cards for parent notification on the fourth and eighth week of each trimester for students at risk.
- Students who exceed 8 absences may request to appeal the academic consequences of their absenteeism to an attendance tribunal at the end of each trimester. Appeal must be made within two weeks **after grades are posted** for class being appealed. Forms are available on-line and in the main office.
- Students who exceed the school's absence limitations may receive academic credit if they can achieve a score of 78% on the cumulative final exam offered for each course.
- The high school attendance line is available 24 hours a day and may be accessed by calling 663-9191.

College/Career visits: We encourage students to investigate potential career options while they are in high school. This may involve visiting a college or taking a test for the military. If doing this requires a student to miss school, then the pre-arranged absence form must be filled out in its entirety. Seniors may be absent up to two days as a school-related absence if a parent/guardian accompanies them and they provide written verification of the activity within five school days. Juniors, with recommendation from a teacher and/or school counselor, may be absent one day as

a school related absence if an adult accompanies them and they provide written verification of the activity within five school days. Additional school-related days due to college/career visits may be granted upon previous approval from the administration.

Disciplinary Suspension: Absences due to disciplinary reasons, such as In-School Suspension or Out-of-School Suspension will not count towards the attendance limit. However, to receive credit for work missed due to disciplinary suspension, the student must request assignments for make-up work and complete the make-up work on his/her own initiative.

Extended Absences: Students absent for an extended period of time due to a long-term illness, accident, and/or hospitalization will have to appeal to the Attendance Tribunal. Official documentation from a **physician** certifying the student's inability to attend school for specific dates. Make-up work and assignments will be provided upon request.

Open/Closed Campus during lunch: ERHS operates a closed campus during the regularly scheduled school day. Students who qualify may earn open campus rights during their assigned lunch period. Seniors who are in good standing and members of the junior class who, after the first trimester/second trimester, have earned a minimum **grade point average of 3.0**, maintained **exceptional attendance**, and have a **clean discipline record may qualify for the second trimester/third trimester**. Qualifying juniors must have a signed letter of permission on file in the main office **each trimester**. Open campus is a privilege that may be revoked at any time by the school for any abuses of ERHS policies.

Illness at school: Students who become ill during school and who do not report to class must report immediately to the office. The office will have the student attempt to contact the parents/guardians if they are too ill to return to class. Students cannot be sent home without prior parent/guardian notification.

Permission to leave school and arriving late (Signing in/out): Once students arrive on campus they may leave only for the purposes of illness, emergency, or the need to keep appointments that cannot be conducted after regular school hours. **All students seeking to leave the building or arriving late must report to the office** and demonstrate, by phone call or note, parent/guardian approval for the absence that can be verified by the office staff. No student will be released to a person other than a custodial parent/guardian without permission given by the parent. **Failure to sign-in or out properly may result in a finding of truancy.**

Pre-Arranged Absences/Vacations: Absence by pre-arrangement for reasons approved by the administration may be granted under the following conditions: 1) The student will obtain a pre-arranged absence form from the main office and circulate it to his/her teachers for their signatures and other required data; 2) the completed form must be signed by a parent/guardian and returned to the attendance secretary; 3) all pre-arranged applications must be completed two days prior to the first day of absence except in cases of emergency; 4) failure to hand in required work upon return will cause that assignment to receive no credit; and 5) these absences will be coded as E – excused and will count in attendance totals.

School-related activities/field trips: School-related absences shall be defined as those absences, which are occasioned by academic, co-curricular, or athletic activities that are directly supervised by staff members and which require absence from one or more classes. Students who are excused from class due to approved school related activities have the responsibility of contacting their teachers in advance. This can be accomplished by having the pre-arranged absence form (located in the main office) filled out completely and returned to the attendance office or the activity sponsor **(all pre-excused forms must be turned in to the office two days prior to the event/field trip).**

This will ensure that the absence will be considered as school-related and not charged towards the attendance limit. Sponsors of activities should remind their students of this requirement. Students who have exceeded their 8-day per marking period absence limit or have been marked truant/unexcused for any class period may not be allowed to miss school for a school-related activity. A parental consent form must be signed any time a student is going to participate in a field trip. These forms are available from the classroom teacher or in the main office and must be completed and returned to school before the student is permitted to leave campus.

Tardy/Late Policy: A student is considered tardy/late to class if not in the classroom or, if the teacher requests, seated when the bell stops ringing.

1st period - 10 minutes late

2nd-5th periods - 5 minutes late

Tardies will be reported in Skyward attendance with a designation of L.

Community service will be performed by students who accumulate 4 or more tardies.

- 4th tardy (in one class) will result in 1 hour of community service
- 6th tardy (in one class) will result in 2 hours of community service
- 8th tardy will result in 3 hours of community service, etc.

Students will sign up for the next available community service date in the ISS room. Students must pick a date in order to return to class.

If community service is skipped, the student will be written up for "*persistent disobedience*" with consequence applied according to ERHS student handbook.

Community service will be performed on Tuesdays and Thursdays

In recognition of the critical role regular school attendance plays in the achievement of student success, it is imperative that parents/guardians and schools work together cooperatively to promote the optimum conditions for learning. All students are expected to attend school regularly and to be on time for class to benefit from the instructional program and to develop habits of punctuality, self-discipline and responsibility. Attendance is a key component to success in school. The responsibility for good attendance rests primarily with students and parents. **Our staff will make every effort to encourage good attendance, make students and parents aware of poor or inconsistent attendance, and help students correct problems that might lead to excessive absences.**

The purpose of this attendance policy is to maintain high academic standards for earning credit in classes. Earning credit, therefore, is based upon attendance as well as academic requirements; loss of credit is possible whenever either, or both, of these requirements are not satisfied. Credit lost due to excessive absenteeism may be restored through a successful appeal to the attendance appeal board or by successfully making up the missed classes in after-school sessions.