

## ATTENDANCE POLICY SUMMARY

1. In an effort to provide timely and clear communication, parents/guardians will be notified of all unexcused absences. On the occasion of the first unexcused absence, parents/guardians will be notified by an automatic calling system. After the second unexcused absence, parent/guardian notification will be by automated call and email/mail. After the third unexcused absence, parent/guardian notification will be by automated call and email/mail and a personal phone call from the attendance secretary. If a fourth unexcused absence occurs, parents/guardians will receive a personal phone call from the attendance secretary. A parent/guardian should call the attendance office upon receipt of notification of the first or second unexcused absence. This process will provide the parent/guardian with the opportunity to ask questions and to seek clarification before an attendance problem becomes serious. It is our hope that parents/guardians will view these communications as helpful and recognize that they are initiated in the spirit of fostering a partnership between parents/guardians and school in the best interests of the student.
2. When a student acquires the fourth unexcused absence in any one class, a student may be assigned disciplinary consequences (attendance contract, detention, Saturday school, suspension) and/or lose credit in that class for the semester. Students losing credit will receive an attendance failure grade that will impact the grade point average and be reassigned to a guided study hour. At the discretion of the teacher, a no-credit audit status may be extended to the student who has received an attendance failure grade in that class.
3. Upon receiving the ninth tardy in any one class, a student may be assigned disciplinary consequences (attendance contract, detention, Saturday school, suspension) and/or lose credit in that class and be reassigned to a guided study hour. This loss of credit will not be accompanied by a failing grade, unless a student is failing the course at the time he or she is reassigned. Again, audit status may be extended to a student who has lost credit due to tardies.

Attempts will be made to notify parents/guardians of student tardies daily through our computerized phone master notification system. Additionally, parents/guardians will be notified by mail or email when a student receives the third and sixth tardy. When a student obtains a sixth tardy in a semester per class, he or she will be assigned a detention. Students themselves will have the opportunity to check their previous tardies on a list that will be posted by student number (not the student's name) in a plastic-enclosed bulletin board in the main corridor or they may request information from the attendance secretary.

4. On the occasion of the fifteenth absence from any one class (either excused or unexcused absences), there will be an administrative review of the student's attendance record. An assistant principal will have contact with the student and/or parent/guardian to review the circumstances surrounding the excessive absences. It is our hope that this communication will help develop strategies with the student and parents/guardians to improve school attendance. If excessive absences continue, a student may be assigned disciplinary consequences (attendance contract, detention, Saturday school, suspension) and/or be in danger of losing credit in the affected classes.
5. Okemos High School is a closed campus for the entire school day, including lunch hours. Once students have arrived on campus, they may leave only for purposes of illness, emergency, or the need to keep an appointment that cannot be made for after school hours. Students leaving campus for these reasons, must sign out with the attendance secretary and only after parent/guardian contact has been made with the school by telephone.
6. Telephone lines into the attendance office are available twenty-four hours a day for the purpose of excusing a student from school. Attendance secretaries are in the office from 7:30 a.m. to 3:30 p.m. At all other hours of the day a recording machine will receive a call.
7. A student's absence from school must be reported to the attendance office by 3:30 p.m. of the day following the day of the absence. In the case of a student absent for several consecutive days, a call must be placed to the attendance office for each day of absence.

You are strongly urged to read the entire Attendance Policy to familiarize yourself with all aspects of the policy. It is included in its entirety in the *OHS Student-Parent Handbook* located on the website ("Parent/Student Info").