

## **Bloomfield Hills High School Attendance Policy and Procedures 2019/2020**

Regular school attendance is vital to successful academic growth and demonstrates caring and respect for self and others. It is the intent of the Bloomfield Hills Attendance Policy to provide opportunities for all students to achieve their fullest potential. Each student is an irreplaceable resource necessary for the interaction that forms an essential part of classroom learning. When absences occur, the educational experience of all students in class is diminished. (Bloomfield Hills Uniform Code of Student Conduct)

Michigan law requires that whoever has custody or charge of any child between ages 6 and 18 (unless the child has already completed high school graduation requirements) shall assure that the child attends public school during the entire school year. Michigan law requires that the student's attendance be continuous and consecutive for the school year fixed by the school district. (MCL 380.1561)

### **Excused Absences**

Contact must be made between the parent/guardian and the attendance office within 24 hours of the absence (7:00am on the day of absence until 7:00am the following morning). Emails and notes are not accepted. Calls received after 24 hours will NOT be excused.

The following constitute an excused absence:

1. Medical/illness or injury which requires the student's presence at home. Three or more absences in a week or a pattern of excessive absence due to illness may require a physician's note at the discretion of the principal or his/her designee
2. Death in the family
3. Religious observance MCL 380.1561(3)
4. Court appearances
5. College visits
6. Situations beyond the control of the student and/or circumstances that cause reasonable concerns to the parent/guardian for the student's safety or health.

### **Excessive Excused Absences**

Students with excessive excused absences (more than five per class/per semester) will be referred to the counseling staff and building administration.

A parent or other person in parental relation who fails to comply with the Michigan Compulsory School Law (§ 380.1561) is guilty of a misdemeanor, punishable by a fine of not less than \$5.00 nor more than \$50.00, or imprisonment for not less than 2 nor more than 90 days, or both. (MCL 380.1599, MCL 380.1561)

**Pre-Arranged Absences (3 to 5 consecutive days)** (NEOLA 5200 Attendance) Pre-arranged absences, which may include family trips and other non-school events, must be approved by building administration. Students are to complete the Pre-Arranged Absence Form available from the Attendance Office.

### **Unexcused Absences/Prohibited Behavior (refer to Student Code of Conduct, Article B Reg 5301.2)**

1. All absences shall be considered unexcused if not cleared within 24 hours.
2. Absences such as oversleeping, skipping, car trouble, leaving without permission, etc will be considered unexcused.
3. An unexcused absence (one that has not been excused by a parent, doctor, or school) may result in the following actions:
  - a. The student may receive an attendance discipline referral and conference with an administrator and/or loss of privileges.
  - b. Subsequent unexcused absences may result in further disciplinary action.

## **Tardiness**

Students who are not in class when the bell rings are considered tardy. ***Students arriving late must check in at the Attendance Office.*** Late students arriving to class without checking in will be referred back to the Attendance Office.

1. Please call the Attendance Office at 248-341-5610 to be excused. You will be leaving a voicemail.
2. Students arriving late must check in at the Attendance Office.
3. Students that are more than 10 minutes late to class will be marked absent.
4. Excessive tardies is subject to disciplinary action under the student code of conduct and/or loss of student privileges.

## **Procedures for Reporting an Absence**

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

Student's name (please spell the last name)  
Your name and relationship to the student  
Phone number where you can be reached  
Date of the absence  
Reason for excused absence

Attendance Office is open from 7:00am – 2:30pm. The Attendance Office voicemail accepts calls 24 hours a day/7 days a week and can be reached at **248-341-5610**. Emails excusing students will NOT be accepted for attendance purposes.

## **Procedures for Excusing a Student to Leave School**

The attendance office, upon receiving a call from the parent/guardian to excuse their student, will send an electronic emailed pass to student from Attendance Office. It is the student's responsibility to monitor their email for this pass before signing out. Students may be required to show their electronic pass to staff when leaving.

1. In case of illness or other emergencies necessitating early dismissal, the parent/guardian will notify the attendance office before the student is dismissed. No student shall be dismissed from the school grounds without the approval of his/her parent/guardian and an email from the Attendance Office.
2. Students leaving school grounds without permission will be subject to disciplinary action. If you require your student to leave campus during school hours, please call the Attendance Office in advance.
3. Students must check out with the Attendance Office prior to leaving campus. If a student leaves without checking out, their absence will be unexcused.

## **Closed Campus for Lunch**

Bloomfield Hills High School is a closed campus. Students will NOT be excused from the building during lunch for the purpose of eating lunch elsewhere and are also prohibited from ordering food to be delivered to the building at any time during the school day between 7:25 a.m. – 2:30 p.m.

## **Senior Skip Days**

These days are not recognized or condoned by the school/district. Senior Skip Day is not an approved excused absence.

## **Age of Majority (18 years of age) for Student Attendance**

When students reach their 18th birthday, they may request to be able to be responsible for their own school attendance. This requires parental permission along with other terms and conditions. Please contact the Attendance Office for more information.