
Waterford School District

High School Attendance Guidelines

Purpose

It is the purpose of the Waterford School District to create an environment where every person's behavior consistently ensures student success. There is a direct relationship between regular, punctual attendance and a quality learning experience. Education involves more than just completing assigned class work. To gain the maximum benefit of learning, students need to develop the self-discipline of attending class; participating in group, team, and laboratory activities; listening to the ideas, thoughts, and opinions of people of differing backgrounds and cultures; and contributing to class discussions. Dependability, responsibility, and accountability are important life skills students must learn. Therefore, it is essential that students learn that prompt, consistent attendance and responsible, meaningful participation are key characteristics of successful adults.

The Michigan School Code states, "A student's high school transcript shall include the number of school days the pupil was in attendance at school each school year during high school and the total number of school days in session for each of those years."

Guidelines

- It is expected that all absences will be for acceptable reasons and with appropriate notice to the school prior to or immediately following the absence.
 - Absences that are properly documented and necessary are different from those that are irresponsible, unnecessary and unaccounted for. Students will be considered truant if the absence is not verified. Kettering's absence line is 674-5915 and Mott's absence line is 674-5950.
 - Excessive absences from school or failure to attend regularly scheduled, individual classes will result in a student being referred to the appropriate program or legal authority.
- A student who reaches eight (8) absences will be notified of the options available to earn credit.
- Students will have the number of school days absent to make up assignments missed while out of school.
- Excused Absences: If the school is properly notified the absence will be excused. However, it will count towards the total absences. Proper notification means calling the attendance office answering machine or the high school attendance office within forty-eight (48) hours.
 - Students who do not exceed eight (8) absences will earn the grade and credit in the class.
 - Students who are passing a class and exceed eight (8) absences due to one or more **documented and excused absences** may submit a written appeal to the building administrator explaining the extenuating circumstances.
 - The written documentation for the absence and written request for approval must be submitted within **48 hours of the absence**. If granted, the student will earn the grade and credit in the course. If not approved, the student must pass the credit recovery assessment (culminating activity, course summative) at an 80% or better. The student will then earn the grade and the credit in the course.
- Exempt Absences: Absences due to involvement in school sponsored activities*, documented long-term illnesses, out of school suspensions*, family funerals, religious holidays, documented court appearances, verifiable chronic or contagious illnesses, and other causes subject to approval by the District administration will not count toward the total number of absences if they are documented within forty-eight (48) hours.
**School notification is not required.*
- Unexcused Absences: All other absences shall be recorded as unexcused, including absences not reported in a timely manner, and will count towards the total absences.
 - Students who are passing a class and exceed eight (8) absences due to one or more **unexcused** absences must pass the credit recovery assessment (culminating activity, course summative) at an 80% or better. The student will then earn the grade for the class and the credit.

- Tardiness: Tardiness is defined as failure to be in the assigned room when the tardy bell rings. Reporting to class on time is the student's responsibility. Students who are more than ten (10) minutes late to the first block of the day will be considered absent. Students tardy more than five (5) minutes for all other periods will be marked absent for the entire period. However, work done during the class time will be accepted for a grade. Three tardies equates to one excused absence. Students who are in class less than 40 minutes will also be considered absent.
 - SEMINAR
 - Excused Absences: Students who are passing Seminar and exceed six (6) absences due to one or more documented and excused absences may submit a written appeal to the building administrator explaining extenuating circumstances. The written documentation for the absence and written request for approval must be submitted within 48 hours of the absence. If granted, the student will earn the grade and credit in the course. Students who attend only one (1) Seminar per week due to their schedule (OTC, co-op, etc.) must submit this written appeal when they exceed four (4) absences.
 - Unexcused Absences: Students who are passing Seminar and exceed six (6) absences due to one or more unexcused absences must earn a cumulative grade of 80% or better to earn a grade and the credit. Students who attend only one (1) Seminar per week due to their scheduled (OTC, co-op, etc.) must earn a grade of 80% or better to earn a grade and credit when they exceed four (4) absences.
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Procedural Review

If a student believes that a procedural error has occurred, he/she may request a review by the Procedural Review Committee, which is comprised of three teachers and an administrative moderator. The Committee will be convened only for questions involving procedural discrepancies.

Procedural Review Process:

- Within two school days after parents are notified of failure to earn credit, the student may request and return a Procedural Review Form from the attendance office.
- When the counselor receives the review form, he/she will meet with the student and schedule a review meeting.
- The student and parent will be notified by his/her counselor of his/her review date no later than five school days prior to the review.
- At the procedural review meeting, the student is encouraged to speak for him or herself.
- No decision will be made the day of the review. Within five school days, a written decision will be mailed to the parent/guardian.