

Attendance Policy

The primary purpose of the attendance policy is to encourage students to be present in their classes to attain maximum benefit from classroom activities. There is a correlation between positive attendance, academic success and acceptance of responsibility. In order to support the best educational environment possible the following attendance rules are in effect at Huron High School.

1. The number of absences per trimester is a maximum of seven (7). All absences will count toward the 7 days. The specified amount of 7 days is sufficient for all but extreme circumstances (e.g. extended illness requiring hospitalization, serious injury).
2. Suspensions will not count against the 7 day limit.
3. Teachers and administration through phone calls, letters and progress reports will inform students and parents of student absences. At 7 absences, the student will report to the assistant principal.
4. Students missing more than 7 days per trimester must sit for the end of the course assessment and display a minimum proficiency score. Students scoring at or above the cut score will have their grade calculated for the trimester and will receive the grade earned for the term. Students scoring below the cut score have not displayed sufficient mastery of the subject and will not receive credit in the course. Credit will be issued or denied at the end of the trimester in question.
5. All students must attend classes for the entire trimester
6. All students regardless of age are required to follow attendance sign-in and sign-out procedures. Once the student signs out, the absence begins and the student must leave school premises.
7. Students are not normally permitted to leave school and return the same day unless they have an appointment that cannot be made after school hours. If students plan to return to school the same day, a receipt or other notification from the medical provider, court officer or other official must be presented before the student is readmitted. Exceptions to this section may be made by administration.
8. Students will be allowed to make up work as a result of an absence or a suspension. Responsibility for making up work rests with the student. Student make-up work must be turned in the day following any multiple day suspension.
9. A student is subject to out of school suspension for the remainder of the semester when attendance problems in **three (3)** of their **five (5)** classes render the student unable to pass. The administration will make this recommendation for Board of Education approval.
10. The Michigan Compulsory Law states that students must attend school until they are sixteen years of age. Extreme truancy cases may result in the district seeking legal action.

Tardy Policy

Cooperation by parent/legal guardian is necessary to minimize student tardiness. Careful records are maintained regarding tardiness. Students must report to class within five (5) minutes of the tardy bell. After five (5) minutes, the student will be considered absent and will be marked (L). If a student is detained by an administrator or teacher, a pass with the date, time and legitimate reason for tardiness will be issued to excuse the tardiness. Students arriving for first hour five (5) or more minutes late must sign in at the main office. They will be issued a pass to class and will be considered absent.

A STUDENT'S GRADE IN A CLASS WILL BE LOWERED BY 1% ON THE THIRD TARDY TO CLASS AND WILL BE LOWERED 1% FOR EACH ADDITIONAL TARDY THROUGH THE NINTH TARDY. EVERY TARDY OVER NINE IN A MARKING PERIOD SHALL RESULT IN DISCIPLINARY ACTION. A TARDY MAKE-UP PROCESS WILL BE AVAILABLE EACH SEMESTER (see Tardy Make-up Policy).

Example: Student 'A' has 9 tardies in 3rd hour. Student 'A' again is tardy to 3rd hour class. Student 'A' will be referred to the office by the teacher and will receive disciplinary action. If student 'A' was again tardy to 3rd hour, he/she would again receive disciplinary action up to and including suspension. Student 'A' would continue to receive disciplinary action for

every additional tardy to his/her 3rd hour class. It is hoped that the use of discipline and lowering of grades will stop students from being tardy to class excessively.

Staff members will report excessive tardies on the progress report. Tardies and percentage subtracted from grade will be recorded in the teacher's record book. Students will go back to zero (0) tardies at the start of each trimester.

Tardy Make-Up Policy

The following is the process for making up tardies that resulted in 1% loss to grade:

1. During the course of the entire marking period, students will be allowed to serve make-up time to restore lost percentages.
2. Thirty minutes equal one tardy.
3. Students must pick up a tardy make-up form from the office in order to make-up lost percentages.
4. Students must schedule make-up times with the high school office.
5. If a student is tardy for the make-up period, he/she will not be admitted.

* The tardy policy and tardy make-up policy are currently under review.