

GENERAL INFORMATION

1. ACTION IN VIOLATION OF THE LAW

School authorities are required to notify proper authorities when they have knowledge of criminal acts committed by students. If such knowledge has been gained in a confidential manner, in such a way as to make it privileged information, notification of proper authorities by school authorities should be made only with the individual student's consent who provided the information. Students having knowledge of criminal acts are encouraged to report them to proper school authorities in order to maintain good order and discipline within the school.

2. ATTENDANCE FOR GRADES 9-12

The attendance and tardy rules put the burden of responsibility on each individual student, but include the concern and follow-up of classroom teachers, parents, and administrators. It will help give you a realistic idea of what future employers expect and what you should expect from yourself regarding absenteeism and tardiness.

In a matter related to school attendance and grades, the Michigan Attorney General issued an opinion cited as 1978 OAG 5414 that states the compulsory school attendance law recognizes an educational value in regular attendance at school. The opinion also states that classroom attendance instills a concept of self-discipline, exposes a student to group interactions with teachers and fellow students, and enables a student to hear and participate in class discussion and other related learning experiences. Based on these considerations, the Attorney General concluded that a school district may consider attendance in determining a student's grade in a course.

Parents are requested to call the High School before school begins, or as soon as possible, if the student will be absent (539-7417). If you are unable to call on the date of absence, please send a note to the office with your student on the following day.

Excessive Absences

After a student's seventh (7th) absence in a twelve-week trimester, one of the following must occur to obtain credit:

- 1) The student must be able to attain a minimum of a C+ on the comprehensive final examination, as well as pass the class. If the student does not receive a C+ on the final examination, the student will receive no credit for the course.
**This policy was developed based on the "testing out" guidelines as set forth by the State of Michigan. Under these guidelines, students can earn credit by demonstrating proficiency in specific subjects on a final exam.*
- 2) The student will have the right to an appeal. A successful appeal will

allow the student to receive credit for the class with a 60% average in coursework and final examination.

Steps for an Appeal

- 1) Students may pick up an appeal form in the office and list the dates missed and the reasons for the absences on that form.
- 2) Form must be filled out and returned to the office before the last day of the trimester.
- 3) A time will be set for an appeal, either before or after school, in the first week of the following trimester, after exams have been completed. If an appeal is made after 3rd trimester, then a meeting will be held as soon as possible. A parent or legal guardian **must** attend the appeal with the student.
- 4) Appeals will be made to an attendance review board comprised of one or more administrator(s) and one or more teacher(s). The attendance review board will determine the validity of the absences. The list of valid reasons could include, but is not limited to, the following: absence due to illness (a doctor's note is preferred), death of a family member, court appearances, and school-related activities.

All appeals will be determined on a case-by-case basis. If a student has valid reasons for their excessive absences, the appeal board will grant to allow a student to receive credit with 60% in coursework and the final examination. If the student was simply truant, the attendance review board will not grant this exemption.

For these reasons, we feel that a student must satisfy two basic requirements in order to earn class credit: attendance and participation in class are necessary for academic achievement.

A. An absence due to a school sponsored activity (field trip, assembly, etc.) will not be counted.

B. Students are not allowed to leave the building or school property without permission. Students who must leave school before their usual dismissal time must first get approval from one of the building principals. **Students are required to sign in and sign out of the building.**

C. A student taking part in extracurricular activities must be in school by 8:45 A.M. in order to participate in any activity beyond their regular scheduled classes. If the student has an appointment, he/she must pre-arrange this absence with the Athletic Director in the case of athletics and with one of the High School Principals in other cases. Such arrangements must be made at least twenty-four (24) hours prior to the appointment except in the case of emergency. Notification must be made as soon as possible. Arrangements will then be made for that day's practice.

D. It is the practice of the Harrison Community High School to treat all students equally.

E. Truancy (skipping) for Harrison Community High School consists of the following. Students will be dealt with as follows at the discretion of the administration:

1. Attending school and leaving the building or grounds without permission.
2. Riding the bus to school and not reporting to class.
 - a. Leaving school property.
 - b. Not reporting to class.
3. When neither the school nor parents know the student's whereabouts.
4. Being out of school or off school property for reasons not excusable by the administration will be considered truancy.
5. Non-attendance of assigned classes.
6. Once a student arrives at school for the day, he/she is considered "in attendance" and may not leave the school property without permission.
7. Being in areas designated as "off limits" to students.

Students will be dealt with as follows:

1. **1st Offense:** A conference (phone and/or personal) will be held with parent/guardian and Detention will be assigned.
2. **2nd Offense:** One (1) day suspension from school with readmission following satisfactory conference by parents or guardian with Assistant Principal, Principal, or Liaison Officer.
3. Further truancy will be considered persistent and will result in suspension or pending a satisfactory conference by parents or guardian with the Superintendent. Expulsion may be recommended.

F. Teachers may have additional class attendance rules and regulations.

G. Tardiness:

A student is considered tardy to a class if not in the classroom area and ready to work when the bell stops ringing.

A student coming late to school at any time will be counted as tardy. Exceptions may be made for medical, dental or court appointments, **if official documentation of appointment is provided.**

A student will not be counted as tardy if upon coming to class he presents an excused, signed pass from another teacher or from the office. Students who are tardy because of a late bus are excused.

The following procedures will be followed for tardies assessed in any given trimester:

HHS Tardy Policy

<u>Violation</u>	<u>Action</u>
1 st Tardy	Recorded by teacher and office.
2 nd Tardy	Recorder by teacher and office.
3 rd Tardy	Recorded by teacher, review policy, parental contact made, one hour after school detention. When a student receives a third tardy in a class, it is a teacher's responsibility to fill out a discipline form and submit it to the assistant principal.
4 th Tardy	Recorded by teacher and office.
5 th Tardy	Recorded by teacher and office.
6 th Tardy	Recorded by teacher, review policy, parental contact made, two one-hour after school detentions or a Saturday detention. When a student receives a sixth tardy in a class, it is a teacher's responsibility to fill out a discipline form and submit it to the assistant principal.
7 th Tardy	Recorded by teacher and office.
8 th Tardy	Recorded by teacher and office.
9 th Tardy	Recorded by teacher, review policy, parental contact, one day out-of-school suspension. When a student receives a ninth tardy in a class, it is a teacher's responsibility to fill out a discipline form and submit it to the assistant principal.
10 th Tardy	Recorded by teacher and office.
11 th Tardy	Recorded by teacher and office.
12 th Tardy	Recorded by teacher, review policy, parental contact, two days out-of-school suspension, parental conference with Principal or Assistant Principal before returning to school.

Excessive tardiness will result in a multi-day out of school suspension of the student, a referral to the superintendent, and readmission to school with the approval of the superintendent.

ABSOLUTELY NO SKIP DAYS ARE SANCTIONED IN THE HARRISON COMMUNITY SCHOOLS SYSTEM. SKIP DAYS ARE CONSIDERED UNEXCUSED.