Attendance

Attendance Line FAQs

How can I leave a message about my student's daily attendance? Please call the attendance line at 586-797-1399. Follow the numeric prompts to leave a request for an early dismissal or an all-day absence.

How often is the attendance line checked? The attendance line is checked constantly during the school day.

Do I need to call the school to verify that the call went through? It is not necessary to call the school to verify. You can verify at the end of the day using your student's PowerSchool account.

When will the request be logged in PowerSchool? All calls will be logged in your student's PowerSchool account by the end of the school's office hours (3:30 p.m.) on the day the request is made. If you do not see it logged right away after your call, we would appreciate your patience, as it may take several hours from the time the call is placed.

Why does it take so long to see a late arrival logged in my student's PowerSchool? Late arriving students and students returning from an early dismissal need to sign in when they arrive in the main office. Typically, late arrivals are the last thing to be put in to PowerSchool at the end of the day, after verifying on the sign-in sheet.

What if I left a message and the request wasn't put in? If request hasn't been fulfilled by the following day, please call the school office and let them know. They would be more than happy to remedy that for you.

Credit Review

No credit (NC) on a report card is a direct result of unexcused absences. The process of loss of credit begins with credit review. Students are reminded that at three unexcused absences (suspensions/skips, etc.) a student is put on credit review. If unexcused absences persist, a potential loss of credit can result even if academically passing the class.

The following guidelines are implemented on a semester basis. Parents will be notified of unexcused absences. In order to receive credit in a class, two criteria must be met:

* Passing grades
* Acceptable attendance

A student will be placed on credit review in one of the following ways and the parent/guardian will be notified:

1. Any student who accumulates three (3) unexcused absences in a class in a semester.
2. Any student absent from a class more than seven (7) times in a semester if the eighth or any subsequent absence is unexcused.
3. Any student who accumulates fifteen (15) excused absences from school will be placed on credit review in all classes.

A student who is placed on credit review in a class will be expected to show improved attendance in that class for the remainder of the semester. Any student who is placed on credit review status in any class will have his/her parking privileges reviewed with possible loss of that privilege for five weeks.

At the end of the semester, a final determination regarding credit will be made after an administrative review of the student's attendance, and one of the following will happen:

1. The student will receive the letter grade earned in the class if the administrative review determines the student has fulfilled all class requirements and attendance has improved.
2. The student will receive no credit (NC) if the administrative review shows attendance did not improve.
3. An F will be given if a student failed the class.

Tardiness

1. Tardiness is defined as not being in the assigned area at the ringing of the bell.
2. In order to have an excused first hour, student must provide medical documentation.
3. A student who is more than ten (10) minutes late to class will be charged with an unexcused absence.
4. When authorized personnel detain a student, he/she will receive a pass from that person to the next class and the tardiness will not be counted.
5. Tardiness to class will be addressed in the following manner:
   * A parent/guardian will be notified regarding excessive tardiness to class.
   * 12 tardies — a one day Saturday School.
   * 16 tardies — two day out of school suspension with a mandatory parent conference to be held.
   * 20 tardies — three days out of school suspension.

Skipping and Suspensions

1. Upon evidence that a student has skipped a class, that student will:
   * Not receive participation credit for that day.
   * Not be permitted to make up missed work.
2. Upon evidence that a student has been suspended from a class, that student will:
   * Not receive participation credit for that day.
   * Be permitted to make up missed work. However, the student will receive 70% of the grade earned for that completed work (for example, if the earned grade is 85%, the grade given will be 60%).
   * Be allowed to take the semester final exam for full credit.