

## ***ATTENDANCE – Quick Tips***

***South Lyon High School – 1000 N. Lafayette, South Lyon Michigan  
Attendance Office is located next to the Main Office on the 2<sup>nd</sup> Floor.  
Attendance 24 hour phone – 248-573-8145***

Parents must notify the Attendance Office by telephone within 24 hours to excuse an absence. The Attendance Office phone number is (248) 573-8145. Calls may be received 24 hours a day, and on weekends as well. Calls to excuse an absence will not be accepted after 24 hours. Students Athletes – Parents must also call the Athletic Dept at 248-573-8170.

Students must sign in and out with the Attendance Office when arriving to school or leaving school once school is in session. Sign in and out during class and also between classes, if student fails to Sign In or Out, the student will serve an Afterschool Detention. Student Athletes need to check in with Athletic Office after signing in or out with the Attendance Office.

Absences will adversely affect your student's performance. It is a parent and student responsibility for the student to attend classes and to be punctual on a regular daily basis, unless there are extenuating circumstances, (with documentation) to explain the absences.

Throughout the semester, parents are kept informed of their student's attendance, (Skyward, Marking Period Reports and Daily updates). If we do not receive a phone call excusing the student, we e-mail or mail an unexcused form to the parent. Letters will be e-mailed/mailed home when students reach ten (10) absences in each class, whether the absence is excused or unexcused. In addition, a counselor will attempt to reach parents by e-mail or by phone to discuss the student's attendance pattern and, where necessary, to develop an intervention plan.

**The entire attendance policy is printed in the Parent-Student Handbook. Parents with questions are invited to call the high school. Please review this with your student on a regular basis. Updates of phone numbers and emergency contacts for your student emergency card, please contact Toni Markin, Attendance Office at 248-573-8150 ext 3203.**

### **Please Report All Absences by Phone**

Please be sure to call Attendance Office at (248) 573-8145, within **24 hours**, to report any of the following: (Students who participate in one of SLHS Athletic Sports also need to call the SLHS Athletic Office at 248-573-8170).

- All day or part of the day Absence.
- Appointments (Student is arriving to school after classes began or leaving mid-way through the day). Appointment Documentation is accepted.
- Vacations, Surgery – Recovery, Hospital stays, Diagnosis with illness that will keep student out of school for few days. Appointment Documentation is accepted.

### **When calling the 24 hour Attendance Line – 248-573-8145**

- Say your student name, then ***spell your students name – clearly***

- Reason for Absence
  - If Arriving to school after classes began, state the estimated time of arrival.
  - If Student is leaving after classes have started, state the time you need your student to be picked up.
  - If returning back to school from appointment please give estimated time of return.
  - If your appointment runs longer and your student will not be returning back, please call us to let us know.
  - Please communicate to your student that they have an appointment.
- Communicate with your Student the night before of the appointment, so the student knows to come to the Attendance Office to pick up their pass. **The Attendance Office does not call students down to remind them of their appointments.** It is Students responsibility to Sign In and/or Out with the Attention Office, for their Safety we can account for the Students Attendance.
- **Please do not wait to call the 24 hr Attendance Line to sign your student out. There is 10 minute lag time for the call to process. Since it is a recording you can call early in the morning and we will have time to process the call and get the pass ready.**
- Calls are taken 24 hours a day and on weekends! When using a cell phone, sometimes calls are “garbled.” Since this can happen, calls from “land line” are best.
- If student absence was for an appointment, such as Dentist, Orthodontist, Doctor, Medical Testing, Funeral, Court appearance etc. Please provide written documentation when returning to school.

### **Tardy Policy**

Tardy Policy – An ongoing commitment to manage our school and classrooms in a way to foster student responsibility, to make a commitment to each other to build a stronger learning culture.

- 1<sup>st</sup> Hour Tardy’s - Students who are tardy between 7:20 am to 7:35 am must sign in at the Commons and are given a pass to class. After 7:35 am students must sign in with the Attendance Office and are given a pass. Administrator will issue consequences for students with offences for tardiness.
- Tardy’s 2<sup>nd</sup> through 6<sup>th</sup> hrs – Teachers will assign a tardy to students when a student is tardy the first 10 minutes of the class. Students who accumulate tardy’s will have consequences that will be issued by Teachers.

### **OTC - Oakland Tech Center**

Students who attend OTC, parents need to call in their student’s absence to SLHS Attendance Office and OTC – Wixom campus at 248-668-5606.

### **Last Minute Appointments**

If at all possible, please call the 24 hr attendance line early in the morning. There is a 10 minute lag time for the calls to process. **We do not interrupt the class room while class is in session.** We only call to the classrooms 5 minutes after class starts and 5 minutes before class ends.

### **Students Responsibility**

- Student will need to come to the attendance office between classes to pick up his/her pass.
- At the time student is to leave, student must to come to the Attendance Office to sign out
- Student must keep his/her pass to walk through the halls.
- If student is returning back to SLHS after his/her appointment, during class or between classes. Student must sign back in at the Attendance Office and must have his/her pass with them.

### **Students who get sick during school day**

- Student must let teacher know and they will give them a pass to the Attendance Office. If student is very ill, a Hall Monitor or another student will assist the sick student to the Main Office on the 2<sup>nd</sup> Floor.
- The Main Office has 2 sick rooms for students to use; students must sign in with the Attendance Secretary.
- Sick students must use the Attendance Office phone to call home. Cell phone and calls made from the class room are prohibited and could result in loss of Cell phone and detention.
- When your student calls from a South Lyon Community School phone the number appears on your phone 248-573-8127, please have your phones programmed to recognize this number so you know it is the schools calling about your student.
- Attendance Office will speak to Parent/Guardian and/or emergency card contact to arrange for student to leave school grounds. Only Parents/Guardians and those listed on the emergency card can authorized the student to leave SLHS campus. Even students that are 18 years old and currently enrolled at SLHS must follow the approved School Board Policy.
- The students can wait in the Glass enclosed area in front of the Theater which is at the 11 Mile Road entrance.
- Student must keep his/her pass to walk through the halls.
- If student returns back to SLHS the same day, the student must sign back in at the Attendance Office. Student arriving during class time or during passing time must sign in at Attendance Office.
- Your student needs to sign out of school before the end of the day, phone contact with a parent or other adult listed on the emergency card is necessary before we allow the student to sign out.
- Homework Request for Students who are out sick for more than 3 days. Parents need to contact Kelly Stodart, Student Services at 248-573-8160 she will arrange homework from the teachers. Please give 24 hours for teachers to get work together. Homework can be picked up at Paula Marken office on the 1<sup>st</sup> Floor by the Elevator.

### **Close Campus**

South Lyon High School is a closed campus. Students who have forgotten something can have a family member drop off the items to the High School 11 Mile Road Main Entrance office, next to the Elevator. Mrs. Paula Marken will hold the items in her office for the student to pick up between classes. Student will be called down at the end of the class.

Student(s) who leave SLHS Campus without signing out are in violation of close campus policy.

Parents/Guardians who call after the student has left SLHS Campus excusing the student who did not sign out with the Attendance Office, the information will be noted and Asst. Principal will be notified.

### **Skip Days**

**SLHS does not recognize Senior Skip Day or any Skip Day from school. Under the District Board Approved Attendance Policy all students are expected to attend all classes.**

### **Going Out of Town?**

Occasionally, students miss school for a family trip or vacation. While we recommend that such trips be scheduled during school vacations, we realize this is not always possible. If your student will be absent due to a family trip, please consider the following:

- Student need to pick-up a Pre-arranged absence form in the Attendance Office and check with your Assistant Principal for signature
- Parents must call the 24 hr Attendance Line giving the dates of the absence.

- Homework request are only granted for absences of 5 days or more.
  - Less than 5 days students must talk to each teacher and get their homework
  - 5 days or more Teachers need at least 3 days prior to the trip for the homework request.
- Turn in completed homework on the first day back from your trip.

Each day of vacation counts towards Unexcused Vacation absence the students teachers MAY give homework for the days the student was absent from school. This per South Lyon Community Schools Board Policy, parents can view this at [www.slcs.us](http://www.slcs.us)

### **Attendance Codes**

- E-EA** Excused absence by Parent/Guardian
- A** Teacher reported Absent from class
- U** Unexcused Absence
- U-EA** Unexcused and parent/guardian notified Attendance Office
- V** Vacation (see SLCS Board Policy @ [slcs.us](http://slcs.us) website)
- U-UA** Teacher replied that student was absent from class
- C** Student was in school (Office, Sickroom, Taking a Test another area, School Activity, etc.)
- T** Tardy from class (Missed first 10 minutes of Class) Tardy's are non-excusable
- T-U** Tardy from class (Missed 11 to 30 minutes of class) Tardy's are non-excusable
- L** Late – Students are late to class after the bell rang with a pass to class.
- O** OTC – Oakland Technology Center
- R** Removed from class by Administrator or Caseworker
- S** Suspension
- F-SP** Fieldtrip – Athletic Sports Event
- F-SA** Fieldtrip – School Event i.e. Choir, Band, Classfield Trip, Debate