



Avondale High School Attendance Policy

Notification of Absences/Tardies

The attendance office must be notified when a student will be absent, will be a late arrival, or will need an early dismissal due to illness or an appointment. All absences are to be reported to the attendance office (537-6110). The parent/guardian should telephone the school between 7:30 a.m. and 9:30 a.m. each day of the student's absence. It is the responsibility of the parent/guardian to contact the school.

Parents must contact the attendance office within 24 hours of a student's absence. If the parent/guardian does not contact the attendance office, the student's absence will be considered as an unexcused absence resulting in a loss of credit for missed work.

School Campus

Leaving school property without permission is not allowed. Students leaving school property without proper authorization are subject to suspension. No student should be on campus before or after school unless supervised by a teacher or participating in a school sponsored activity. Visitors are not allowed on campus without prior approval from an administrator.

Lunch Time

Avondale High School operates a **closed campus** during the school day. Students **must remain** in the building during the lunch period. A nutritious, reasonably priced lunch is available in the school cafeteria. A monthly menu is posted at school and on the district web site. Students may purchase a complete lunch or bring lunch and purchase milk. Families who cannot afford to buy lunches may be eligible for the federal free or reduced-price meal program. Applications for the program are available by request in the school office. Applications take approximately two weeks to process. **Every student, regardless of age, including 18 year old students, must have parent permission to leave school property.**

Student Responsibility

It is the responsibility of the student to know the number of absences accumulated in his/her attendance record.

Guidelines for Excessive Excused & Unexcused Absences

Avondale High School has established guidelines to address the consequences for excessive excused and unexcused absences. These guidelines will take effect when a student accumulates 6 absences in one or more class. Administrative action may include but is not limited to the following:

- Parent contact by mail or phone
- Parent/administrator conference
- Loss of parking permit
- Youth Assistance referral
- Oakland County Truancy Program referral



When a student accumulates 6 absences in one or more classes, parents will receive a letter and copy of the Guidance for Excessive Excused and Unexcused Absences. Also, parents may be contacted to address the issue of continued absences and develop a plan for improvement.

When student accumulates **10 absences** in one or more classes the student will be required to make up time lost in detention (90-minutes) and will be informed about the possible loss of their parking permit if applicable. For every 5 excused/ unexcused absences past 10 total absences, the student will be issued another 90-minute detention. A Youth Assistance referral may be submitted as well as an Oakland County Truancy Program referral. A meeting will be held with an administrator, the parent, and the student to review the issue and explain the two referral processes.

**If the student has a history of truancy problems, initial intervention may begin sooner.*

Tardy Policy for Avondale High School

A student will be considered tardy if he/she is not physically present in the room at the end of the tone signaling the beginning of class. **A student who arrives ten or more minutes after the start of class will receive an unexcused absence for that class unless the parent reports the tardiness.** Under the law, chronic tardiness is considered truancy. For this reason and the fact that tardiness disrupts the class, tardiness will be considered a Code of Conduct violation.

On the third excused or unexcused tardy and for every excused/ unexcused tardy thereafter, a student will receive a 30-minute detention. First hour excused tardies will follow the guidelines for excessive excused/ unexcused absences.