



Howell High School 2022-2023 Attendance Overview

Attend to Succeed!
Every Day Counts!

#SchoolEveryday

Welcome to Howell High School

Call 517-540-8300 and follow prompts for Attendance to report absences for all students grades 9-12

In an effort to ensure quality learning opportunities and development of strong life skills for all students, Howell High School has revised the attendance policy. Daily attendance and punctuality leads to success in the classroom and beyond. Missing classroom instruction is a lost opportunity for learning. The complete attendance policy is provided in the HPS Parent/Student Handbook.

New 2022-2023 - Revisions to Attendance Policy

- Students that exceed **5 absences** (explained, unexplained, excused late, late, quarantine absent, HV absent) per class, per semester, may lose academic credit for that class **UNLESS** the attendance time has been recovered.
- Tardiness will count toward overall attendance. **Every 3 tardies in a class per semester will count as one absence.**

Attendance Recovery

Attendance recovery for absences should be made up during the semester that the absence occurred. Attendance Recovery time can be recovered with a current teacher or by attending Attendance Recovery/Detention sessions after school or Saturday.

$\frac{1}{2}$ hour of attendance recovery time = 1 class period.

Opportunities to Recover Attendance

- ❖ **Attendance Recovery with a Current Teacher** - These sessions should be prearranged with a current teacher, used for academic tasks (makeup work, tutoring, etc...) and are at the teacher's discretion. Please use a **pink slip** to log the recovery time and turn it into the Student Services Office within 2 weeks.
- ❖ **After School Attendance Recovery** - Tuesday and Thursday after school sessions in Lecture 1 from 2:30pm - 3:25pm. These sessions are drop in but students are expected to arrive on time, sign in upon arrival and sign out at departure, and bring academic work with them.
- ❖ **Saturday School Attendance Recovery** - Saturday from 7:30am - 9:30am in Cafeteria (10-12 Campus or the Freshman Campus - check SSO detention calendar to confirm location.) These sessions are drop in but students are expected to arrive on time, sign in upon arrival, and bring academic work with them.

Helpful Attendance Information

The classroom teacher records student attendance daily in PowerSchool. A PowerSchool account or app can be used to access current attendance information.

Tardy (T) - the student will be considered tardy when he or she arrives to class after the tardy bell and up to the first 5 minutes of class. **Every 3 tardies in a class per semester will count as one absence.**

Late (L) - the student will be considered late when he or she arrives more than 5 minutes after the tardy bell has rung or leaves prior to the end of class. Lates are considered an absence and may require attendance recovery.

Absence Explained & Unexplained - the student is not present during the entire class. Absences will be marked as **unexplained (UNX)** until a parent or guardian provides an explanation for the absence. A Parent/guardian should notify the school within 48 hours of an absence in order to have the absence recorded as **explained (EXP)** in PowerSchool. The Attendance Line for all grades 9th-12th is **517-540-8300**.

Absences Exempt from Attendance Recovery (Proper Documentation Required) -

Although all absences may impact student achievement the following will be exempt from Attendance Recovery. Please provide appropriate documentation **within 48 hours** of return.

- Medical absence, ongoing medical problems or extended illness (MED)
- Court Appearance (CT)
- Family Bereavement (BR)
- Religious Instruction or Obligations (REL).
- School Related absences (SR) such as field trips and performances.
- College Visits - Two prearranged and /or principal approved documented college visits per year 11th and 12th graders will be waived from attendance recovery. Please provide appropriate documentation within 48 hours of return.

Attendance Appeal - Use an appeal form to start the process of removing CW (Credit Withheld) from transcript. Submit completed attendance appeal forms to the Main Office.

Credit Withheld (CW) - Credit and grade may be withheld at the semester for a class in which absences have exceeded the attendance thresholds per class per semester.

Pink Slip - Form used to recover attendance time with a current teacher. Be sure to pre-arrange and get permission before recovering the time.

Appeal Process for Credit Withheld (CW)

An appeal process is open to all students who receive Credit Withheld (CW) on semester report cards / semester transcripts due to exceeding the 5 absences per class in a single semester and required attendance time was not recovered. Appeal forms are available in the Main Office, Student Services Office and Counseling Office. Please submit completed forms to Mr. Schrock in the Main Office.

Did you Know?

- ☐ *Showing up every day is a skill that students are developing that will help them do well in class and with getting and keeping a job later on.*
- ☐ *Chronic Absenteeism (10% or more absent) can negatively impact student achievement.*
- ☐ *Missing just 1 day every 2 weeks equals 20 days or 4 weeks per year or nearly a month of the school year.*
- ☐ *Being tardy for 10 mins everyday is like missing 50 minutes of instruction a week.*
- ☐ *Each week of absences per semester in 9th grade lowers the likelihood of graduating by 25 percentage points.*
- ☐ *High school graduates make, on average, \$1 million more in a lifetime than non-graduates.*

Have an Attendance Concern?

Please talk to teachers, counselors and administrators if you are having trouble getting to school or have challenges such as transportation, social interactions, health concerns, etc...

Administrators	Counselors
Mr. Jonathan Stolle, Student Services Advisor	Ms. Amy Starr, all 9th grade
Ms. Melanie Post, Principal Freshman Campus	Mr. Eric Clifton (A-Cre)
Ms. Margaret Adrian, Asst. Principal 10-12 Campus	Ms. Cathy Deschenes (Crf - Hayd)
Mr. Brian McCarthy, Asst. Principal 10-12 Campus	Mr Jordan Bentley (Haye - Loz)
Ms. Lisa O'Connor, Asst. Principal 10-12 Campus	Ms. Theresa Marcum (Lu - Pell)
Mr. Jason Schrock, Principal	Ms. Karen Wagner (Pem - Sos)
	Mr. Roy-Borland (Sot- Z)



Strive for
no more
than four!