
Port Huron Northern



Attendance Expectations

Northern LEAD

Port Huron Northern has building wide behavior expectations that are taught to all students. We call this PHN LEAD.

PHN LEAD

Living Respectfully

Engaged

Achieving

Dedicated



Attendance Policy

Students who attend school regularly have better grades, pass more classes and increase their chances of graduating high school. It is also a way to build habits of responsibility and determination. The state of Michigan considers anyone absent for more than 10% of school to be excessive.

Attendance Policy

With this in mind, a group of staff members from Port Huron High and Port Huron Northern met to propose a new high school attendance policy which will go into effect this school year.

Important Points

- Any student who is absent more than 11 days from a class in a semester will lose credit in that class. This includes parent excused absences.
 - Documented absences for long term medical, court, school business, college visits or funerals are excluded and do not count toward the 11.
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Important Points

- Students who exceed the 11 absence threshold will need to appeal to the Attendance Appeal Committee in order to recover credit.
 - The appeal is in writing and includes a hearing
 - The committee will decide to award credit or not
 - The decision of the committee is final
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Tips

- Be on time and in school. There are students in Port Huron who haven't missed a day of school in years. You can make it here 90% of the time!
 - Keep track of your attendance through the skyward app - you should be checking at least once per day.
 - When you are absent, your parent or guardian needs to call in or report your absence through skyward.
 - Communicate when there are issues. Talk to your counselor or AP. Don't let it become excessive.
 - The Appeals Committee will look at documentation for absences and improvement made when making their decision.
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Attendance Incentives

Exam Exemption Policy: Students who show excellent attendance, excellent behavior and good grades will qualify to have an exemption for their exam. The semester grade will be reflective of the three marking periods.

Exam Exemption Details

Students may be exempt for an exam in the class they apply for if they meet this criteria:

- Semester Grade 80%+
 - 3 or less excused absences
 - 3 or less tardies
 - No suspensions
 - 3 or less detentions overall
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Exam Exemption Limits

9th Grade ~ 1 Exemption

10th Grade ~ 2 Exemptions

11th Grade ~ 3 Exemptions

12th Grade ~ 4 Exemptions

- 1st Sem. AP courses may not be exempted. It is important to prepare for AP exam with test
 - 9th, 10th, 11th must choose different classes to exempt each semester
 - All non-PHN classes may not be exempt
 - Students can choose to take exam to earn a higher grade. If the grade is lowered by exam the exemption will be used.
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More Info & Clarification

11 absences is the limit per SEMESTER

There will be opportunities BEFORE the semester ends (during the 3rd and 6th marking periods) for students to “make - up” for class periods that they have missed in order to avoid having to file an Attendance Appeal. Information will be presented during the 3rd marking period.

Tallying absences

**11 absences is the limit - at 12 absences the student loses credit
(until the Attendance Appeal is completed successfully)**

What is considered an absence that counts toward the limit of 11?

- Any undocumented absence - unexcused or parent excused
 - Includes missing more than 10 minutes of a class

What is NOT considered an absence that counts toward the limit of 11?

- Documented absences for: long term medical, court, school business, college visits, funerals, appointments w/ documentation (doctor, dentist, etc.)
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Attendance Codes

P – Anyone on emergency card that called in

A – Appointment

L – Legal/Court

P – Not sick or appointments (late, out of town, family emergency, etc)

PI – Personal illness

E – Student brings in a doctor's note. Record and give the note back.

A – Appointment

F – Funeral

L – Legal/Court

Attendance Codes Continued

M – Medical list or long sickness lasting more than 3 days with a doctor’s note

M – Medical (Chronic Medical Students)

PI – Personal illness

O – Out of school suspension

B – School Business

SB – On campus

SX – Off campus

A-T – Truant

J-JH – Juvenile Hall

H-HB - Homebound

Attendance (Cont) & Tardy Codes

W – Web unexcused (Teacher marked absent)

OF – Office entered for a sub

T – School Business Tardy (*only use if tardy because of school business, otherwise please use X*)

X – Late (no one called in)

Y – Late (Someone on emergency form called in)

Tardy Policy

What is considered a tardy?

Ask your teachers! They may have different expectations for attendance. They may say to be considered on time when the bell rings, you need to:

- ★ Walk through the door.
- ★ Be in the classroom.
- ★ Be seated.

What is your teacher's policy?

Tardy Policy

Whole school policy

- ★ At four tardies, a student will receive a detention from the teacher.
 - ★ For every tardy after the fourth, a student will receive another detention from their A.P.
 - ★ Tardies DO NOT reset until 2nd Semester (late January)
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Port Huron Schools

Attendance Link

Attendance Link
