Clifford Smart Attendance Policy

Attendance Hotline: 248-956-3510
Attendance Office: 248-956-3512

Smart Attendance Policies:

Please call the ATTENDANCE HOTLINE at 248-956-3510 before 9:00am every morning that your child is absent or late. *(Please note: Notifying a teacher or counselor of your child’s absence does not replace calling the attendance office).* For a student’s absence to be “excused” you must call the absence/tardy within 48 hours.

CHS Tardy Policy - Please call the attendance office or attendance hotline if you know your child will be tardy. However, *this does not excuse them from being late.* If a tardy occurs due to a doctor appointment, a doctor’s note must be presented to excuse the tardy. In general, if a student is tardy for more than half the class period, it will be considered an absence. *In addition, when a student accrues five or more tardies total in a marking period, a before or after school detention will be assigned.* We encourage families to monitor their child’s attendance using the Skyward attendance module.

In circumstances when tardies accumulate in ONE particular class, you can expect the following from that teacher:

1st/ 2nd Tardy = Teacher/student conversation about tardiness.
3rd Tardy = Teacher/Parent contact.
4th Tardy = Teacher submits a referral and student is assigned to detention by administration.
5/or more Tardies = Teacher submits a referral and student receives additional consequences and/or a parent meeting.

*This process resets at the end of each marking period. Our goal is to have students on time and in class every period, every day.*

Attendance codes connected to student discipline - When a student is suspended OUT OF SCHOOL due to a discipline issue, an “S” will be marked for the periods/days the student is suspended out of school. When a student is removed from class due to a discipline issue and is still IN SCHOOL, an “I” will be marked for the periods/days the student is in school but out of class. The “I” is used when a student is removed from class for behavior and sent to our “Responsibility Room”.

Excessive Absences – Consistent attendance is one of the strongest indicators in school success and we want to work with you to keep your child in school and on time. If there are extenuating circumstances for a student’s excessive tardies or absences please contact their counselor or an administrator. Our goal is to work together to resolve any attendance issues or concerns. Interventions include parent meetings with teachers, counselors, and administration. When a student accumulates excessive absences or tardies, it will result in a letter from the school, as a part of the attendance documentation process. *This can happen as early as 10 full or partial days absent from school.*

In addition, Clifford Smart will be working with Oakland County Truancy Prevention Program. Mr. Larry O’Brien, an Oakland County Schools Consultant meets with students/parents at school to help develop plans to reduce/eliminate absences and tardies. In extreme cases a truancy a student may be referred to Lisa Krapol, our Oakland County Truancy Officer.

For more information on Clifford Smart Attendance Policies:  [http://www.wlcsd.org/Smart.cfm](http://www.wlcsd.org/Smart.cfm)
Double click the “Parent” drop down

For more information on Walled Lake Schools District Attendance Policies:  [http://www.wlcsd.org](http://www.wlcsd.org)
Double click “Parent” drop down - click on “Student Handbooks”