



Columbia Central Jr. Sr. High School

11775 Hewitt Rd, Brooklyn, MI 49230

Attendance Line (517) 769-8642 – Fax (517) 592-8909 – Main Office (517) 592-6634

Jr. Sr. HS Principal - Christi O'Neil

Sr. HS Assistant Principal - Travis Cushman

We are Columbia Central! Expect Greatness!

IMPORTANT INFORMATION FOR SENIORS!!!

Congratulations on becoming a Senior at Columbia Central! The year ahead is filled with many exciting opportunities. Being present for school will prepare you for success as you move on to your next venture in life. The staff at Columbia Central places value on positive attendance habits. Please be sure to thoroughly review the information below as it relates to participation in graduation activities.

EXCESSIVE ABSENCES FOR SENIORS

As defined by the State of Michigan, 18 absences (based on each class period) for the school year has been determined as excessive. Any Senior who accumulates **19 or more undocumented absences** in any class period throughout the school year **will not be allowed** to take part in the following school sponsored graduation activities:

- Last day of school senior traditions
- Baccalaureate
- Graduation Commencement Ceremony

Students who have accumulated eight absences in a class will need special permission to participate in some school sponsored activities. The following below not limited to:

- School Sponsored Activities
- Field Trips
- Assemblies, Fundraisers
- Sporting Events and Practices

COLUMBIA CENTRAL HIGH SCHOOL EXCESSIVE ABSENCES POLICY

Step 1 - 8-11 absences: Any student who misses more than 8 absences in a class will be required to attend a mandatory detention before or after school. The absences may be excused, unexcused or a combination of both. For example, if a student has ten absences, two hours of detention must be served. Student will be assigned a detention for all accumulating missed classes (before or after school).

Step 2 - 12-18 absences: Student will receive a mandatory Saturday school detention and required meeting with administrator and parent.

Step 3 - 18+ absences: Referral to a community agency, referral to police liaison, and/or referral to Options High School.

Participation in any after school activity or practice is not permitted until all detentions and/or Saturday School Sessions are completed. Students must complete academic work during detentions. Cell phones are not allowed on site. Students must turn in the signed copy of their detention slip once completed to an administrator.

PowerSchool, our online student information system, provides access to your student's current grades and attendance through the internet. Contact the high school office 517-592-6634 for an access code. Using this online service attendance may be monitored by the parents on an hourly basis. Please use the following link to access the site and set up an account: <http://ps.myeagles.org>.

Online attendance codes used are: A = Unexcused Absence, EA = Excused Absence, MED = Medically Excused Absence, D = Documented Absence, FT = Field Trip, AE = Administrative Excused Absence, T = Tardy, OSS = Out of School Suspension, ISS = In School Suspension, S = Skipping.

Please sign and return the form below to the high school office acknowledging your understanding of the attendance policy for Seniors.

Name of Parent(s) / Guardian(s):

Date: _____

(Please Print)

(Signature)

Name of Student:

(Please Print)

(Signature)