



Attendance Policy



1. At any point if a student is caught skipping a class, the teacher will refer that student directly to the grade level administration.
2. In this document "absence" means all excused or unexcused absences
3. School related absences (field trips, sports teams) are NOT included.
4. Only lates over 5 minutes will be sent to the office for a late slip. (Others will be handled in the classroom)

5 Absences

Teacher Responsibilities

1. Email Home (cc grade level admin)
 1. Outline the reasons for the email
 2. Inform Parents of students achievement level
 3. Discussion of how these absences are affecting learning and possible consequences
2. Conversation with Student
 1. Outline what the work they have missed
 2. Find out the reasons for the absences
 3. Discussion of how these absences are affecting learning and possible consequences

Administrator Responsibilities

1. Make note of the email, keep it in records

10 Absences

Teacher Responsibilities

1. Confirmed contact with Parents (email with a response or phone conversation)
 1. Outline the reasons for the contact
 2. Inform Parents of students achievement level
 3. Inform them that the situation will be referred to Administration
 4. Ask Parent to respond (if email)

Administrator Responsibilities

1. Meeting with the student.
 1. Options - what is going to happen - consequences
 2. Plan developed moving forward that is shared with teacher
2. Phone call home to Parents.
 1. Outline the reasons for the call
 2. Inform Parents of students achievement level
 3. Discussion of how these absences are affecting learning and possible consequences
 4. Advise parent of the consequences of this ongoing behavior

15 Absences

Teacher Responsibilities

1. Email grade level administrator to inform them of the situation

Administrator Responsibilities

1. Meeting with the student.
 1. Options - what is going to happen - consequences
 2. Plan developed moving forward that is shared with teacher
2. Meeting with Parents.
 1. Outline the reasons for the meeting
 2. Inform Parents of students achievement level
 3. Discussion of how these absences are affecting learning and possible consequences
 4. Discuss the consequences of this ongoing pattern of behavior, collaborate with parents to find solutions

Possible consequences at ANY LEVEL of these interventions, depending on the circumstances of the absences.

1. Detention
2. In school suspension
3. ZAP room
4. Possible withdrawal from the course
5. Loss of extracurricular including but not limited to: Teams, field trips, graduation exercises, dances, Ride of the Mustangs, performances etc...)

Factors that will be considered: Achievement, type of absence etc.

Agreements

Attendance will be done in a timely fashion (every class) and will be accurate.
Teachers will be informed of the administrators response for each learner.