



Attendance Policy



1. In this document "absence" means all excused or unexcused absences.
2. If you miss more than half of the class you will be marked absent for that period.

The classroom teacher determines attendance issues are impacting learning.

Teacher Responsibilities

1. Email home (cc grade level admin).
 1. Outline the reasons for the email and make a log entry in PowerSchool.
 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 the work the students 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.

The classroom teacher determines no positive change has been made in attendance.

Teacher Responsibilities

1. Confirmed contact with parents (email with a response or phone conversation).
 1. Outline the reasons for the contact and make a log entry in PowerSchool.
 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.

The classroom teacher determines no positive change has been made in attendance.

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 and make a log entry into PowerSchool.
 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.

Defined Schedule for flex
 Detention
 In school suspension
 Out of school suspension
 Possible withdrawal from the course
 Loss of extracurricular activities (including but not limited to: Teams, field trips, graduation exercises, dances, performances etc...)

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

Agreements

Accurate attendance will be done in a timely fashion.
 Teachers and Administrators will keep each other informed about at risk learners.