

## **Springbrook HS Attendance Policy Information 2011-2012 School Year**

- ❖ Last year, the county eliminated the loss of credit process; however, high schools found that the elimination of the loss of credit procedures resulted in an unprecedented number of students being late to class or not attending class at all.
- ❖ As a result, the county has decided to reinstate a county-wide loss of credit system. While there are similarities to the previous system, there also changes to the loss of credit system that will be implemented during the 2011–2012 school year:
- ❖ Teachers will continue to take attendance for each student during each period of the school day and mark students present, absent, excused tardy, or unexcused tardy.
- ❖ As before, 3 unexcused tardies (arriving to class after the bell without a note excusing their lateness) will equal 1 unexcused absence.
- ❖ Students who accumulate three unlawful absences (please see county approved list on back) in a class will be warned by the classroom teacher of the possibility of failure in that class, and their counselor, administrator, and parent will be notified. Parents will be notified by email if the parent has a registered email address on Edline. The student’s counselor/administrative team will consult with the student and the student’s parents/guardians, verify reasons for the absences, and determine the appropriate interventions.
- ❖ If a student continues to miss a class and accumulates five unlawful absences, the student will be required to submit an appeal of the recording of absences if the student or parents/guardians believe any absence was recorded incorrectly, and/or develop an attendance intervention plan with their counselors/administrators. Students are guaranteed the right to the appeal process.
  - Initiation of an appeal and/or attendance intervention plan may be initiated by the student, the student’s parent/guardian, or the student’s counselor/administrative team.
  - The student’s counselor/administrative team will consult with the teacher of the affected class regarding requirements for make-up work and expectations for the student’s future attendance behaviors, and will communicate the information to the student and student's parent/guardian.
  - Attendance appeal and intervention plan forms will be available at the counseling and administrative offices and on the school’s website.
  - An administrator will review and sign off on the intervention plan.
- ❖ If a student does not complete either an appeal of attendance recording or an attendance intervention plan and/or continues to be further unlawfully absent, the student will receive a failing grade in that course.