

MCPS Attendance Intervention for High School Students

Loss of credit procedures were eliminated in 2011-2012 due to inequitable, inconsistent application and monitoring of the procedures. Elimination of the loss of credit procedures during the past school year resulted in an unprecedented number of students being either late or not in class. Additionally, attendance reporting procedures were not been adequate. In May 2011, the high school principals asked that procedures dealing with unlawful (unexcused) absences be reviewed and re-thought. A team of eight high school principals met with staff members in the Office of School Performance, and created a new attendance policy to address these issues.

- Unexcused tardies will be recorded and three unexcused tardies will equal one unlawful absence. A tardy is defined as *“late to class”*.
- Students with **three unlawful absences** in a class will be warned of the *possibility of failure* and referred to their counselor and administrator. The counselor will consult with the student and the parents/guardians, verify reasons for the absences, and determine the appropriate interventions.
- Students with **five unlawful absences** in a class will automatically be required to:
 - Submit an appeal of the recording of their absences *if they or their parents believe any absence was recorded incorrectly*.
 - Develop an attendance intervention plan with their counselor/administrator.
- Initiation of an appeal and/or attendance intervention plan can begin with the student, parent, counselor, or administrator.
- Counselors/Administrators will consult with the teacher regarding requirements for make-up work.
- Attendance appeal forms and attendance intervention plan forms will be available in the main office, counseling office, and school website.
- An administrator will sign off on the final plan.
- After **five unlawful absences**, if a student does not complete either an appeal of attendance recording or an attendance intervention plan and/or continues to be unlawfully absent, the student will be considered to be *in danger of receiving a failing grade* in that course.
- Appeal and intervention plan forms were distributed to schools on Friday, September 9, 2011, as drafts. Wootton’s Instructional Leadership Team is currently in the process of finalizing the forms.