



Attendance Policy 2018-2019

Attendance is an important part of a student's academic success. Anything less than face-to-face instruction reduces the quality and quantity of learning that happens with a student. Therefore, the following points will guide you in our school's attendance policy:

1. Accrued absences (excused and/or unexcused) that exceed five in number per period per quarter are considered excessive.
2. For any class/period where the student has been absent more than five days (excused and/or unexcused), a grade of 59/F will be assigned.
3. Students may avoid this academic penalty by making up missed time in the following ways:
 - a. The student may make up time with their teacher by making an appointment.
 - b. The student may also make up time in After-School Detention (ASD). Be aware that ASD will only be available two days per week and will be of limited use for makeup purposes.
4. Students must serve 20 minutes of makeup time for each period missed. Students must serve the makeup time in 20-minute increments within 10 school days. Students will pick up their form to make up time in the attendance office.
5. Every 2 weeks during each quarter, teachers will receive a spreadsheet showing students who are in violation of the attendance policy and will receive a 59/F unless time is made up. Teachers will share this information with the affected students and encourage them to makeup their time.
6. Near the end of each quarter, teachers will receive a final spreadsheet that will indicate which students will receive the 59/F and in which classes.
7. Each teacher is responsible for changing the grade of their students who have any excessive absences remaining at the end of the quarter. More specific information will accompany the spreadsheet when it is published on how to do this.
8. Parents of students that had unusual and unavoidable circumstances that resulted in excessive absences may submit a request for a waiver for those days. The attendance committee will review and decide on each parent's waiver request on a case-by-case basis and meet w/ parents as necessary.