

Number of excused or unexcused absences per class period	<h1>Attendance Flowchart</h1>
<p style="text-align: center;">1-6</p> <p style="text-align: center;">OR</p> <p style="text-align: center;">1-2 (HPE/EOD)</p>	<ul style="list-style-type: none"> • Call from the attendance office or automated dialer (this happens for each absence starting at 1.) • Classroom teacher recognizes that absences may be a concern with the student. Teacher conferences with the student and documents the contact. • Teacher may contact parent/guardian at this point. Teacher documents the contact. • Teacher explains to student opportunities for making up missed classwork (if parent/guardian is contacted that may be explained to them as well.)
<p style="text-align: center;">7-8</p> <p style="text-align: center;">OR</p> <p style="text-align: center;">3-4 (HPE/EOD)</p>	<ul style="list-style-type: none"> • Call from the attendance office or automated dialer (this happens for each absence starting at 1.) • Classroom teacher recognizes that absences are a concern with the student. Teacher conferences with the student and documents the contact. • Teacher WILL: <ul style="list-style-type: none"> • Contact parents/guardians and document contact. • Teacher explains to student and parent/guardian opportunities for making up missed classwork. • Assign classroom intervention if the student is behind academically (i.e. Contract, Saturday School, after school detention, etc.) Teacher notifies both the student and parent/guardian of the intervention type and time. • Notifies Associate Principal and Counselor via email. • Associate Principal may visit with the student and the parent/guardian. Associate Principal WILL document the visit.
<p style="text-align: center;">9-12</p> <p style="text-align: center;">OR</p> <p style="text-align: center;">5-6 (HPE/EOD)</p>	<ul style="list-style-type: none"> • Call from the attendance office or automated dialer (this happens for each absence starting at 1.) • Teacher continues to conference with student and parent/guardian regarding absences, opportunities for make-up, and class status. • Associate Principal WILL: <ul style="list-style-type: none"> • Conference with the student and the parent/guardian, and document conference. • Interventions may be assigned by Associate Principal (i.e. Medical Only, Contract, Saturday School, detention, etc.) Associate Principal notifies both the student and parent/guardian of the intervention type and time.
<p style="text-align: center;">More than 12</p> <p style="text-align: center;">OR</p> <p style="text-align: center;">More than 7 (HPE/EOD)</p>	<ul style="list-style-type: none"> • Call from the attendance office or automated dialer (this happens for each absence starting at 1.) • Interventions may be assigned by Associate Principal (i.e. Medical Only, Contract, Saturday School, detention, etc.) Associate Principal notifies both the student and parent/guardian of the intervention type and time. • If a student has more than 12 absences in a class, he/she will automatically be assigned a grade of “NG”. [See 12-Day Attendance Policy for reinstatement opportunities.] • Possible truancy citation by law enforcement/SRO

Following is a description of the 12 – Day Attendance Procedure:

- If a student accumulates more than 12 total excused or unexcused absences in any class period during a semester, he/she is in violation of the absence limit and their grade will show in Power School as **“NG (No Grade).”** At the end of the semester, if the student is passing the class with an **“A”, “B” or “C”,** he/she will receive credit. **However, the student must complete the reinstatement process with his/her AP or the letter grade will be reflected as a “PG (Passing Grade)” for that class on their permanent transcript. This “PG” will be calculated as a 2.0 toward the student’s cumulative GPA.**
- Students who have a **“D” or “F”** will maintain those grades.

Reinstatement Process

- **Replacing a “PG” with a letter grade on permanent student transcript.**
 - When a student accumulates more than 12 total excused or unexcused absences in any class period and wishes to reinstate a letter grade he/she needs to do the following:
 - i. **Contact their Associate Principal to initiate the reinstatement process within 3 days of accumulating more than 12 absences.** One of two methods may be used to reinstate a letter grade.
 - **Attendance Contract** – student will have zero excused or unexcused absences for 20 consecutive school days or the remainder of the semester, **whichever is greater.**
 - **Hour-For-Hour Makeup.** For every class period you miss more than 12 (per period), you must make up an academic intervention hour (possibilities include Saturday School, ASAP, teacher supervised time, etc.). If fewer than 20 days remaining in a semester, this is your only option.
 - **An appeal for reinstatement can happen once per school year, regardless of the number of classes affected.** An appeal for reinstatement must be completed during the offending semester. If a student appeals, he/she cannot have any more excused or unexcused absences that semester in that class period.

NOTE - Any planned absence that may put a student over the limit of 12 must be approved by the administration (i.e. vacations, family trips, educational learning opportunities, etc.)