

ATTENDANCE POLICY - BROAD RIPPLE

NOTE: All absences and consequences are based on a nine-week grading period. All absences are expected to be entered into the computer, not just the ones indicated below.

Excused absences:

Upon the 3rd excused absence-Teacher enters absence into computer, checks the status of the absence by at least the following day, and refers the student to the dean, who will arrange a parent/student/dean conference.

Upon the 6th excused absence-Teacher enters absence into computer, checks the status of the absence by at least the following day, and refers the student to the dean, who will arrange a parent/student/dean conference. Sp. ed. students should have an IEP conference.

Upon the 10th excused absence-Teacher enters absence into computer, checks the status of the absence by at least the following day, and refers the student to the dean, who will arrange a parent/student/dean conference to sign a Completion Plan/Contract/Sign-in Sheet in order for the student to make up work missed and in order for the student's attendance to be more closely monitored.

Upon the 12th excused absence-Teacher enters absence into computer, checks the status of the absence by at least the following day, gives the student an "F" for the grading period and refers the student to the dean, who will arrange a parent/student/teacher/dean conference to discuss work to be completed. The "F" will stand if the work is not completed.

Unexcused absences:

Upon the 1st unexcused absence-Teacher enters absence into computer.

Upon the 2nd unexcused absence-Teacher enters absence into computer.

Upon the 3rd unexcused absence-Teacher enters absence into computer, calls the parent, and notifies the Attendance Committee designee for that student, who will also contact the parent.

Upon the 4th unexcused absence-Teacher enters absence into computer, calls the parent, and notifies the Attendance Committee designee for that student, who will also contact the parent.

Upon the 5th unexcused absence-Teacher enters absence into computer, notifies the Attendance Committee designee for that student to call the parent, and refers the student to the dean who will also call the parent.

Upon the 6th unexcused absence-Teacher enters absence into computer and refers the student to the dean for suspension pending parent conference and probation. Parent will be told by dean that any further unexcused absences will result in a report filed with Child Protective Services.

Upon the 7th unexcused absence-Teacher enters absence into computer and refers the student to the dean for a suspension pending parent conference to review the probation agreement. Dean notifies social worker to file a report with CPS. Sp. ed. students must have an IEP conference to consider alternatives and strategies.

Upon the 8th unexcused absence-Teacher enters absence into computer and refers the student to the dean for removal to boundary school.

NOTE: In a nine-week grading period, 12 absences, excused or unexcused, will result in a student's receiving an "F," unless the administration can present strong extenuating or

personal information to convince the teacher to accept all missed work.

In a semester, 25 absences, excused or unexcused will result in a student's receiving an "F," unless the administration can present strong extenuating or personal information to convince the teacher to accept all missed work.

In the 1st semester, if a student misses over 25 days, he will not qualify for credit recovery. If a student misses 28 days or more in the 2nd semester, he will not qualify.