



ARHS Attendance and Late Policy

Attendance: Stages

1. **Student has 4 absences:** Teacher makes contact with home about attendance, (Phone call/email)
 2. **Student has 9 absences:** Admin meets with student (parents invited) to discuss attendance strategies.
 3. **Student has 13 absences:** Admin meets with student (parents invited) to discuss attendance strategies and any other interventions to try to support saving the credit. Student is notified they are in danger of losing credit.
 4. **Student has 18 absences:** At the teacher's discretion the teacher will recommend to admin the loss of credit. The principal then confirms that all interventions have been explored and the student/parents will be notified of credit loss. A letter will then be sent to parents for confirmation. Students who lose credit are not permitted on site without permission.
- **SC:** Special Circumstances do not exist anymore for anything. An absence is considered either excused or unexcused.
 - Teachers do not have to provide work to those students who are not attending. Teachers may support students who pre-plan their absences or have a valid excuse, it is the teacher's decision.
 - Students can continue to turn notes into Julie so she can assign codes for full day attendance for students.
 - Teachers may direct students to Google classroom if missed work is online but do not have to supply/copy material.
 - The absences for September do not factor into the chart below or against you possibly losing credit, it starts today.

High School : Absence Chart

Semester Full Credit course (110 hours, 6,600 minutes):

| Length of classes | Total # possible classes | 5% | 10% | 15% | 20% |
|-------------------|--------------------------|----|-----|-----|-----|
| 75 minutes | 88 | 4 | 9 | 13 | 18 |

Exam Exemptions

- Exam exemptions still exist. We will continue with the parameters of exemptions of no unexcused absences and no more than 6 excused classes per course. There are however no more SC (Special circumstances) as of October 1st, 2017.

Lates: Stages

1. Student has 5 lates: Admin has conversation with home (Phone call/email)
 2. Student has 7 lates: second and last conversation with Admin and contact home (phone call/email).
 3. Student has 10 lates= 1 day ISS
 4. Student has 15 lates= 2 days ISS
 5. Student has 18 lates= 1 day OSS
- Lates are total and not per class
 - Lates that are excused must be noted in Late.
 - Teachers to address daily lates at a classroom level, responsibility is on the student to arrive on time.

If a student is late they will proceed to class with the teacher marking them late.

If the student presents an excuse, teachers will log that the late is excused.

Students can continue to bring notes to Julie for lates or absences.

Teachers have discretion to allow students who are late into class.

Students and parents must make sure contact information is accurate.