



## Prairie View High School 2009-2010 Attendance & Tardy Discipline Policy

### **Attendance Concern Discipline Procedure**

Students that are identified as having attendance concerns will be monitored weekly by the Community Liaison and Administrator responsible for attendance contract.

An attendance concern is defined as:

- Four or more unexcused period absences (unexcused=UNX)
  - First offense (4 UNX periods): parent contact, attendance contract completed and 1<sup>st</sup> Saturday School assigned
  - Second offense (8 UNX periods): 2<sup>nd</sup> Saturday School assigned
  - Third offense (12 UNX periods): 3<sup>rd</sup> Saturday School assigned
  - Fourth offense (16 UNX periods): OSS/Remedial Discipline Plan
  - Fifth offense (20 UNX periods) OSS + 2<sup>nd</sup> step of RDP
  - Additional offenses may result in OSS and/or referral to a district attendance hearing for expulsion.

(Student failure to attend an assigned Saturday School will result in Out of School Suspension for insubordination. Saturday School will occur twice monthly and run from 8:00 AM to 11:00 AM)

- Four or more unexcused school days in a month
- Ten or more days of authorized absences EXC in a semester
- Any attendance pattern adversely impacting academic success

Once a student has been identified as an attendance concern, the Community Liaison will convene a conference with the student to develop strategies for attendance improvement and penalties for further poor attendance (see above). Parents/guardians will be notified of this conference and the contents of the discipline plan/attendance contract. The discipline plan/attendance contract will outline steps up to and including withdrawal or referral to a district attendance hearing for expulsion. The discipline plan/attendance contract will remain in effect for the academic semester.

### **Non-Attenders**

Non-attending students are defined as:

- Students who exhaust the provisions of the discipline plan/attendance contract outlined above; or
- Students who have 5 or more sequential days of unexcused absences.

A parent/guardian contact will be attempted with the parents/guardians of non-attending students via telephone and followed up with a letter informing the parent of the school's intent to withdraw the student (for those 17 and over) or refer the student to a district attendance hearing. A parent/guardian may appeal the decision to withdraw or refer to a district attendance hearing. If granted, this appeal will include agreement of the parent to attend an in-school attendance hearing where an agreement will be reached for improving attendance and a withdrawal agreement is made if future attendance problems occur.

### **Tardies**

Students are expected to arrive to class on-time and prepared for learning. Teacher policies for tardies up to 10 minutes will be published in the classroom syllabus. Upon the 4<sup>th</sup> and every subsequent tardy in a single class during a semester, teachers will refer the student to the grade level administrator.

- First referral: Saturday School
- Second referral: Saturday School
- Third referral: Saturday School or suspension

Tardies of 10 minutes and over will be entered in the record as an unexcused absence (UNX). Unexcused absences will be handled as outlined in the attendance concern procedure.

### **Student Responsibility for Attendance**

The student's responsibility is to attend school for all the days of the established school calendar, on time, and prepared for academic success. Students should immediately contact teachers upon return from absences to arrange to complete all make up work assigned, establish when this make up work should be completed, and complete the assigned work in an acceptable manner. Further, it is the student's responsibility to complete work as assigned when a pre-arranged absence is approved (see pre-arranged absence procedure). It is important that students understand that they have the number of days of excused absences plus one school day to complete make up work.

*Example: A student misses Tuesday and Wednesday (2 days authorized, excused absence). The student has Thursday, Friday, and Monday (3 days) to complete the work. Make up work will be due for this student at the start of class on Tuesday.*

The student should contact his/her teachers immediately upon return from absences to arrange to complete all make-up work assigned, and establish when this make-up work shall be completed. *In order to preserve test security, students may be required to take a missed test immediately upon return from an authorized absence if that student has had the opportunity to access all learning prior to the absence.* Students missing a group or individual presentation may also be required to give that presentation upon return.

*Example: A test is given on Thursday and a student is absent on that day (authorized, excused), but was present the days prior. This student may be required to take the test on Friday.*

All assigned make-up work needs to be completed in an acceptable manner. The work should be completed as assigned by the teacher when a pre-arranged absence is requested. Early withdrawal or a request for a pre-arranged absence at the end of semester may result in a grade reduction or the award of no credit.

Students **are not entitled** to earn credit for work missed during unexcused absences though they are urged to access the content and complete the assignments. The policy for work missed during a suspension is detailed elsewhere in this handbook. It is the student's responsibility to obtain make-up work. Again, students have the number of days absent plus one additional day to make up any missed work for authorized absences.

**Students should note that failing a class is not an acceptable reason for non-attendance.**

### **Parent/Guardian Responsibility for Attendance**

Parents/guardians are interested in the success of their students and recognize that any absence, regardless of cause, may have a detrimental influence on student achievement. Therefore, they should contact the school regarding student attendance via the established school procedure(s); and in the case of extended home confinement, request make up assignments.

• **According to Colorado school law 22-33-107**, "As used in this subsection (3), a child who is "habitually truant" means a child who has attained the age of seven years and is under the age of seventeen years having four unexcused absences from public school in any one month or ten unexcused absences from public school during any school year. Absences due to suspension or expulsion of a child shall be considered excused absences for purposes of this subsection (3)."

• **According to Colorado school law 22-33-104. (5)(a)**, "The general assembly hereby declares that two of the most important factors in ensuring a child's educational development are parental involvement and parental responsibility. The general assembly further declares that it is the obligation of every parent to ensure

that every child under such parent's care and supervision receives adequate education and training. Therefore, every parent of a child who has attained the age of seven years and is under the age of seventeen years shall ensure that such child attends the public school in which such child is enrolled in compliance with this section.”

**Please also note that it is the parents' responsibility to call the school within 48 hours to inform the school about a student's absence. It is the school's authority to identify each absence as authorized (excused) or unexcused (unexcused) per Colorado statute. The teacher's record is the official attendance record.**

Parents/guardians are the key partners in promoting good attendance, and ultimately, student success. Prairie View High School expects parents to:

- Contact the school on attendance matters (parent must excuse absence within 48 hours)
- Maintain communication with their student on attendance matters
- Monitor the progress of make-up work
- Attend an attendance conference upon request when notified of an attendance concern
- Work cooperatively with teachers and administrators to resolve attendance concerns
- Recognize that the school depends on the support of parents to address attendance concerns
- Ensure compliance with statutes and policies concerning attendance

### **Teacher Responsibility for Attendance**

The teacher's responsibility in regards to a student's attendance is to maintain accurate daily attendance records and to record and report attendance via the Infinite Campus system per the guidelines established in the school. Teachers will contact the parent/guardian when a student's attendance is adversely affecting a student's grade. The teacher's record is the official attendance record.

The teacher needs to support and administer the make-up work procedures for excused classes in a fair and timely manner to allow students the opportunity for completion of work. The teacher will make every effort to participate in conferences to address attendance concerns. The teacher will follow the school's tardy policy and publish it in their classroom procedures or syllabus. Students arriving more than 10 minutes late will be considered Unexcused Absent (UNX). The Teacher will also provide positive recognition to students who attend school regularly.

The teacher will make appropriate changes to the attendance record if a student is late to class or leaves class early. Computer access will be given to parents, via Infinite Campus, in order to check student attendance. Parents without computers are welcome to contact the attendance office for updates on their student's attendance.

### **Administrator Responsibility for Attendance**

The administrators will develop a comprehensive building attendance policy. The administrators will supervise the attendance policy and procedures. This will include monitoring individual attendance to ensure implementation of procedures developed in accordance with School District 27J Rights and Responsibilities book when any student is absent on a regularly scheduled school day. Teachers will be notified of students on attendance contracts. The parents or guardians, and student will be provided information about the school and district attendance policy and procedures, as well as information about their student's attendance record when requested. The school will require from parents, guardians or legal custodians written acknowledgment of having received school and district attendance policies/procedures. The administrators/deans will also file a copy of the school's attendance policy and procedures with the Superintendent or designee.