

## ATTENDANCE

1. **Daily Automated Phone calls:** Accurate Daily Attendance is imperative, as the following polices & exemption polices are all based on your entries.
  
2. **1<sup>st</sup> Attendance Letter:** *TA* notifies Colleen/Lita(Copy to both) who will send a letter home.
  - A. **4 absences in a 3 credit course** (all Quarter courses are 3 credit)  
Courses include: Art 10, Drama 10, Psychology 20, Calm 20, Religious Studies, Social 16-26, Science 16-26, CTS courses ending in “A” (ie: Foods 1A-2A), and some PE 10’s (Check with office for clarification if unsure).
  - B. **7 absences in a 5 credit course**
  
3. **2<sup>nd</sup> Attendance Letter (Referral to Administration):** *TA* forwards the name of the student to DON who will meet with the student and follow up with a second letter to the parents. A record of both the letters going home is kept in Event Tracker. Activity tracker is can be used by all staff to document discussions with student and or & parents.
  - A. **6 absences in a 3 credit course**
  - B. **10 absences in a 5 credit course**
  
4. **Withdrawal of Credits:** *Course teacher* to discuss attendance, lates, achievement and performance with *TA*. From this discussion referral may proceed to Administration for Withdrawal of credits. Please record discussion in activity tracking. Normally credits in CTS courses will not be withdrawn completely as poor attendance results in loss of credits. The exception to the above would be when the student’s poor attendance negatively impacts the learning of others. Admin meets with the student and a letter sent home to parents with a email advising course teacher. The student is expected to continue to attend that class for attendance purposes and work on other subjects until the end of the quarter or semester. Withdrawal of credits is also noted in Event Tracker. Students who have lost credits are taken out of SIRS so teachers have to keep a hard copy of their attendance. (Subject teachers should notify TA not Don).
  - A. 9 absences in a 3 credit course
  - B. 15 absences in a 5 credit course

**ATTENDANCE TOGGELS:**

- Compassion**
- Excusable**
- Hospital**
- Inexcusable**
- Parent Approved**