

# ATTENDANCE POLICY/PROCEDURE

## UNV/CUT PROCEDURES

### Step 1

Teacher will view students unverified using the Unverified Absence Procedures. These procedures are outlined on the Staff Resource page of the BGHS Home Page

- Teacher will discuss absence with student and call parent. *Teachers should make every effort to speak personally with parents rather than leaving a message. Teachers are encouraged to call a parent's cell phone.*
- Teacher will fill out Attendance Referral Form for those marked unverified and forward it to the Deans/Attendance Office.
- Teacher may assign detention. Teachers will be responsible for the student serving the detention. Failure to serve detention will result in referral to Division Head from the teacher.

### Step 2

Deans will track second unverified absences based on Attendance Referral Form and the daily Unverified Report. Deans will call down students with 2 absences and issue a detention. Deans will track detentions served.

### Step 3

Deans will track 3<sup>rd</sup> unverified absence. Deans will call down students with 3 absences and issue 4-hour Saturday Detention. Deans will track detentions served.

### Step 4

Deans will track 4<sup>th</sup> unverified absence. When student gets 4<sup>th</sup> absence, Attendance Referral will be forwarded to Counselor and student will automatically be brought up in the Student Support Team meeting. Parent meeting will be coordinated by Counselor. Counselor will get input on current grades, performance, and behavior in class from teachers for the meeting. Summary of parent meeting and outcomes for parent, student, teacher, and dean will be disseminated in paragraph or contract form as appropriate.

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### Step 5-7

Deans will start new Attendance Referral Form on 5<sup>th</sup> -7<sup>th</sup> unverified absences. Dean will issue consequences as appropriate including loss of privilege.

### Step 8

Attendance Referral form will be forwarded to counselor and student will automatically be brought up in the Student Support Team meeting. Parent meeting will be coordinated by Counselor as appropriate. Counselor will get input on current grades, performance, and behavior in class from teachers for the meeting. Summary of parent meeting and outcomes for parent, student, teacher, and dean will be disseminated in paragraph or contract form as appropriate.

## **GENERAL ATTENDANCE GUIDELINES**

- Parent phone call excusing their child needs to be made on day of the absence or before 10am the next morning for the student to be excused from school.
- Tardies will be accounted by the teacher in SASI.
- Dean may count UNA towards the attendance step process. If teachers have sent down referral that turns into UNA, that UNA will count as the 1<sup>st</sup> Step in unexcused attendance process.
- Student will be allowed 2 *unauthorized (UNA)* absences before they will be marked *truant (TRU)* or *cut (CUT)* with consequence.
- Teachers may assign a score of zero up to full credit (at their discretion) for any assignments due on the day of an *unauthorized (UNA)*, *truant (TRU)* or *cut (CUT)*, absence. Adjusted scores should be communicated to the student and parents.
- Deans' Step 2 and Step 3 may be combined if student missed consecutive days

## **TARDY POLICY**

Teacher will call home and may issue detention on the 3<sup>rd</sup> tardy. On the 4<sup>th</sup> tardy, a teacher will fill out a standard discipline referral form noting the dates of the 4 tardies and forward to Division Head. Division Head will issue 60 minute detention. On the 5<sup>th</sup> tardy, a teacher will fill out a regular discipline form noting the dates of the 5 tardies and forward to the Dean. Dean will issue Saturday Detention for the 5<sup>th</sup> tardy. Teacher may write referral on any subsequent tardies after the 5<sup>th</sup> and the Dean will issue Saturday Detention, Loss of Privileges, etc.

## **ATTENDANCE PROBATION**

When a student reaches **10 absences\*** in a given semester in any 1 class, a student will be put on **Attendance Probation**. **Attendance Probation** will mandate that a student get a doctor's note to substantiate any further absence for the remainder of the semester. **Attendance Probation** will also result in a loss of privilege for students. If a student has any *Open Study Hall*, it will be closed. A student's *Open Campus* privilege for Lunch will be revoked and they will be disallowed from leaving the building during their Lunch Period. Also, students may be disallowed from participating in *Field Trips* or other *Administrative Excused* absences (ADM). Students may also lose specific privileges including:

Seniors – Final Exam Exemption (second semester), Senior Breakfast, Senior Activity, Prom, etc.

Juniors – Parking Pass, Prom, Student Council Lunch Room activities, Madman Series, Mixers, etc.

Sophomores / Freshmen – future Parking Pass, Student Council Lunch Room activities, Madman Series, Mixers, etc.

The Student Support Team may place a student on **Attendance Probation** at the start of a semester if attendance issues have persisted despite intervention.

\*These codes are excluded as they are considered administratively excused – FT, ADM, HBD