



Archbishop Jordan Attendance Policy

Early intervention in regards to attendance will make a difference for those students who are moving towards disengagement from school. It is very important for schools to accurately monitor, identify early and intervene with students who are truant. The system used by schools in recording attendance must be effective in providing this information so that interventions can be implemented before the situation becomes chronic.

Lates (Applies to all grade 9,10,11,12 students)

- Late students must check into the office to get a late slip/stamp from front office staff.
- Front office staff will then record late in Powerschool. Teacher will not have to do this.
- Student will not be admitted into class unless a late slip is supplied for the teacher. Teachers will all be consistent in supporting this policy.
- Student chronic lates brought to attention of admin by teachers after parent contact.
- Teacher can issue community service to student after consultation with admin.

Absences (UNVERIFIED & EXCUSED) Applies to grade 9,10,11,12 students

- 1st intervention - teacher will contact parent & student at 3 instances per class. (UNV & EXC absences)
- **Students are excused for team, club, school events. No teacher follow up necessary for these absences.**
- Teacher contact admin at 6 absences per course. Attendance contract may be issued to student at this time by admin.
- At 9 absences, RTI (Response To Intervention) - parent, student, teacher, counselor, admin meeting. Strategies discussed and all parties informed of any circumstances. During this discussion the parents may be informed that student will be removed from class (and other extra-curricular opportunities) if chronic absences continue.
- All circumstances are open to the discretion of school administration especially in the case of excused absences.

Grade 9,10 Exceptions

- Policy is the same as above except that student will not be removed from class(s).
- Attendance contract issued to student by admin at 6 total absences.
- In-School/In-Class Suspension may occur if contract is broken. Begin with 1 day suspension.
- RTI (Response To Intervention) meeting with parents and school staff before 2nd suspension.