

# Erwin High School Attendance Make-up Guidelines

*Effective January 2020*

Beginning second semester 2020, once a student reaches 6 unexcused days absent in a class, the teacher issues an official "Credit/Attendance Alert" document. The student signs the "Alert" and receives a copy and a duplicate copy goes to Cassie Ellege.

Parent notes for student absences will be reviewed and accepted according to guidelines. If excessive absence patterns develop, absences will be reviewed and doctors notes may then be required or other supports may be put in place for individual students. Only unexcused must be made up. Days in OSS will not need to be made up.

In some cases, students/parents may request a waiver for some absences that exceed the number of total absences allowed. Waived absences do not need to be made up. Only unexcused days over five days must be made up.

If a student is passing the course when the semester ends, but has missed more than 5 unexcused days and not made up the time or received a waiver, an FF will be entered as their final grade. (This applies to first semester grades 2019) The teacher will enter a comment in PowerSchool as to the what the final course average would be if the time is made-up **AND** the number of hours required to be made up in order for the student to earn credit. All FFs will remain on the student's transcript until the required time is made up or no later than the second semester of the student's senior year.

Students who are passing the course are expected to make up any unexcused days beyond the 5 unexcused days allowed by BCS Board Policy, up to a total of 5 additional days for a total of 10 unexcused days. Attendance may be made up at announced/advertised schoolwide make-up opportunities, such as After School Make up Sessions, Saturday School, Homework Diners (Mondays at Erwin MS), Manos and Vamos (per program guidelines), and other administration approved opportunities/school sponsored events.

Subject area teachers may offer afternoon review sessions that would also count as attendance make-up for students who participate and for whom documentation is provided. This documentation will consist of the teacher and student coming to the main office and checking the student in using the kiosk, so the student can electronically enter their time. The check-in must occur prior to the start of the academic review session. A teacher may also pick up a student who has already signed into an Afterschool Make Up Session and use that time for academic tutoring. There is no fee for academic tutoring by a subject teacher.

Once a student is absent 11 or more unexcused days, individual cases will be reviewed by the administration and a contract may be developed to specify what steps the student must take to earn the credit- such as Twilight School, Attendance Summer School, Mini-mester etc. If it is determined that a contract is warranted, it will be developed based on each individual student's needs and circumstances.