

GMCS/WHES Attendance Policy

Irregular attendance will be addressed using the following procedure. Both excused and unexcused absences count as absent days.

Common Step One for both Grades K-5 and 6-12

Teacher Action (following an absence of 5 days, for any reason, in any class)

- a) **Student/Teacher conversation.**
- b) **Phone call home (office letter sent if no telephone contact is made).**

Grades K-8

Step Two: School Letter (following any absence of 10 days, for any reason, in any class). Letter sent home (including a copy of this policy).

Step Three: Referral to Administration (following an absence of 12 days, for any reason, in any class)

A case conference will set up to meet with the parents and the student. District personnel and/or outside agencies may be involved.

Step Four: Referral to Administration (following an absence of 15 days for any reason) Parents will be contacted by phone or letter. The Dept. of Social Development will be notified unless absences seem justified by Administration.

If student misses 20 or more days, meetings will be set up at school's discretion with referrals to District personnel and outside agencies as appropriate.

Grades 9-12

Step Two: School Letter (following an absence of 10 days, for any reason, in any class). Letter sent home (including a copy of this policy). The student will be required to attend Saturday School* to buy back days (see below).

Step Three: Referral to Administration (following an absence of 12 days, for any reason, in any class)

A case conference will set up to meet with the parents and the student. District personnel and/or outside agencies may be involved.

Step Four: Referral to Administration (following an absence of 15 days for any reason) Parents will be contacted by phone or letter to remind them of the pending 20 day consequence which may include loss of credit(s). The Dept. of Social Development will be notified unless absences seem justified by Administration.

Step Five: Following an absence of 20 days (administration will consider extenuating circumstances in determining number of absences), a meeting will be held with ESST members to examine student's ability to salvage credits. Student may be removed from classes if credits are not attainable. Students who are removed from courses will need to be in a designated supervised location or must leave the building during the block from which they have been removed (ie. leave early if last block or come in late if 1st block). Student schedule will be altered accordingly.

***Buy-back option for Grades 6-12:**

Students who have missed ten or more days are required to attend Saturday School and have one (1) absence removed for each Saturday School attended. Students must be actively working for the entire 5 hours of Saturday School (8:00 AM to 1:00 PM). They must follow all the guidelines for Saturday School. Students can also buy back time after school (5 hours served equals one absence).

Extra-Curricular and Co-Curricular Events:

Students traveling or participating in school sponsored events are considered "present" those days.

