

Carleton North High School Attendance Policy

It is equal responsibility of the school, parent and student to ensure that the student attend classes **punctually** and **regularly**. In conjunction with the School Connects automated phone system, Carleton North High School has implemented a three-step process to communicate attendance concerns to students and their parents/guardians.

Step 1: When a student has been absent 5 – 7 periods per subject:

- The subject teacher will contact the Achievement Period (AP) teacher to inform the AP teacher that a student has missed 5-7 periods in their subject.
- After the subject teacher has contacted the AP teacher, the AP teacher will voice concern about attendance to the student, if the student is available.
- The AP teacher will call, text, or email the parent (3 attempts) to voice concern about attendance.
- The AP teacher will record contact attempts and submit their contact log each Friday to an assigned administrator (same administrator as growth process).

Step 2: When a student has been absent 12 – 14 periods per subject:

- After the subject teacher has contacted the AP teacher, the AP teacher will voice concern about attendance to the student, if available.
- The AP teacher will refer the student to the administrators about attendance concern.
- Administrators will meet with the student to discuss possible future suspension, reduction of schedule or alternate placement. The administrators will call, text, or email the parent to voice their concern about attendance and possible implications.
- Administrators will refer the student to guidance.

Step 3: When a student has been absent 20 periods per subject:

- The AP teacher will notify administrators that the student has 20 plus absences.
- In conversation with subject teachers, if the student is passing the majority of classes, the administrators may implement a reduction in schedule or referral to an alternate placement, with the right to appeal.
- In conversation with subject teachers, if the student is failing the majority of classes, the administrators will suspend for the remainder of the semester, with right to appeal.