

 MHS Attendance Policy

*Created October 14, 2016*

*Reference: ASD-W 319-6*

**Attendance Policy**

Semester courses are completed in up to eighty class periods of sixty minutes, and regular attendance is an essential criterion of academic achievement. In order to encourage consistent attendance, McAdam High School has adopted the following policy.

Any missed class[[1]](#footnote-1) or classes will be recorded in Power School and parents are notified by the school. If parents or guardians are aware of the absence and a written excuse is provided (other than school sponsored activities) then no further response is necessary. This is Tier 1 of the Pyramid of Interventions for Attendance.

A second contact with the student's home will be made by the Homeroom teacher when a student has missed five class periods. Further notice will be issued by the principal when a student has been absent for ten class periods. At that time, the student will be interviewed by the principal and EST-Guidance, then referred to the Education Support Services Team when s/he has missed ten classes. With ESST input, a plan will be put in place to improve the student’s attendance. This is Tier 2 of the Pyramid of Interventions for Attendance.

When a student has missed fifteen class periods, the principal will inform the student that s/he must have an attendance meeting to explain his/her absences and actively participate in a plan to improve his/her attendance. The Attendance Committee for this meeting will be the principal, EST-Guidance, EST-Resource, and the Homeroom teacher. Other subject teachers will be invited to attend. Parents/Guardians will be invited to the Attendance Committee hearing also. This meeting will result in a plan to improve the student’s attendance which will be monitored by the principal.

Students must consider the effect on their attendance of participation in such activities as family trips, school trips, sports, and other extra-curricular interests. Furthermore, students should not be allowed to leave a class in one subject to perform a task related to another subject. Students are also expected to be punctual, and to be in their classrooms before the final bell.

1. An absence from school is when a student is out of school because of a non-school related event, e.g., sickness (ASD=W 319-6 p.) [↑](#footnote-ref-1)