

GOLDEN VALLEY ATTENDANCE POLICY
2010-2011

AP's will address Tardies and Truancies on a weekly basis, and provide counseling, intervention and progressive consequences.

Tardy Policy

- 1) On a weekly basis AP's will review a list of students who were tardy 3 or more times during the previous week.
- 2) AP will meet with each student who was not previously on the list to give a verbal warning.
- 3) Students who continue to be tardy will be given consequences which are progressive in nature.

Truant Policy

- 1) On a weekly basis AP's will review a list of students who acquired 3 or more truant periods during the previous week.
- 2) AP will meet with each student, notify parent and assign SOC.
- 3) Students who continue to be truant to class will be recommended to the school Deputy for a truancy ticket, as well as scheduling a parent conference to address issues.

Each pair of APs will divide tardies and truancies for one half of the alpha. For 2010-2011, Carolyn Hoffman and Eran Zeevi will share attendance for students with last names beginning with letters A-Le and Joel Nelson and Christine Benitez will share attendance for students with last names beginning with letters Le-Z.

	Q1	Q2	Q3	Q4
Eran Zeevi	Truants	Tardies	Truants	Tardies
Carolyn Hoffman	Tardies	Truants	Tardies	Truants
Joel Nelson	Tardies	Truants	Tardies	Truants
Christine Benitez	Truants	Tardies	Truants	Tardies

Teachers

Teachers may write referrals on any student where attendance is affecting progress in class. Teachers notify parents any time they see that attendance or behavior is affecting student achievement. It is important that all recorded attendance is accurate, including marking tardies vs. period absences (i.e. – when a student has been marked absent and they show up to class late, this needs to be recorded so AP's can provide appropriate follow up.

Parents/Students

- Parents must check out their student through the attendance office in order to retrieve their students. Students will not be permitted to meet parents outside of school unsupervised.
- Students may leave campus at lunch if they have an off-campus pass and their ID, and are in good standing regarding privileges.
- Students leaving school *without* permission are considered truant.
- Students loitering on campus instead of being in class are also considered truant.
- In addition, students who have unverified/unexcused absences are subject to consequences including detention, Saturday school, student study team, conference with deputy, and/or may be issued a truancy citation.

15 Day Attendance Policy

When the student is absent 9 times from a class, the teacher can contact the parent through phone and email to make them aware.

At 12 absences, the counselor can be notified, and a letter will be sent home. The student will also be placed on contract.

At 15 days of absences, the teacher may refer to the students' assistant principal. **Students who are absent 15 days in a semester are subject to failing the class.** Appeals to this policy may be made for excused absences with special circumstances associated. A letter will be sent home, and the parent will be able to fill out the appeal form. This will then be reviewed by the Attendance Appeal Board.

Please be aware that letters will be sent home at 3, 10 and 15 days of absence from classes regardless of the reason for the absences.