

## **Please Follow the Directions on This Page Pertaining to Your Student's Absences**

### **Student Absence Recovery Plan:**

#### **RECOVERY:**

High school students with 11 or more absences, regardless of reason, are to receive a grade of FF\* for that course unless attendance recovery is completed. It is the responsibility of the teacher to monitor and enforce the recovery policy.

Once a student has missed more than 10 days in your class, they may begin making up their seat time. Students who make up a minimum of 45 minutes will make up 1 absence.

Students are expected to do school work while doing recovery. Make-up work must be in Edgenuity or Canvas for non-Edgenuity courses. Students who do not have missing work will be expected to work on their ACT Edgenuity Course. Attendance recovery can be in-person or virtual (Student Choice).

Recovery arrangements must be made with individual teachers for each course in advance. Please note that each department has a recovery plan and this must be followed depending upon the course and department. Students must make attendance recovery arrangements with individual teachers in advance, whether recovery is completed in person or virtually.

Students should obtain a Recovery Log Sheet from Mrs. Rowe during Enrichment in room C314 on which to record their Recovery efforts. Students may do recovery with either the teacher for whom they have the absences or from Mrs. Rowe who will provide additional scheduled recovery sessions. Please ask students to reach out to Ms. Rowe if they wish to do recovery with her according to her schedule.

Recovery may not be done during the school day (No Enrichment), unless the student is a senior and has an empty block that allows them to do it with the teacher in question. Mr. Lawler will also allow students to make up absences during empty blocks in his office by appointment.

#### **RECOVERY APPEAL REVIEW PROCESS:**

There is an appeals process where parents can provide medical or court documentation if there are unusual circumstances surrounding the excessive absences. For students who are not able to Recover all of their absences above 10, by the end of the course, each school will create an Appeal Process. The Appeal process will allow students an opportunity to explain their absences (above 10), attach documentation (if available), and explain why they were unable to complete Attendance Recovery.

The appeal window opens 10 school days prior to the last student day and closes on the first student day of the new school year. Students and parents/guardians are notified in writing that the student has failed a class due to attendance, did not complete Attendance Recovery, and is eligible to submit an AR appeal. The form may be found [here](#).

Due to the availability of PowerSchool, parents should not wait to consider recovery options until the appeal period opens.

There are a multitude of reasons that a student may not complete Attendance Recovery; the list below is not all inclusive but identifies considerations that should result in similar decisions across all schools.

1. Likely Approval: Unable to complete attendance recovery hours due to:
  - a. Long-term or repeated student medical or psychiatric hospitalization/intensive treatment
  - b. Student absences due to a chronic or acute medical condition
  - c. Student unable to participate in any of the school-provided Attendance Recovery options due to life circumstances beyond their control
  - d. A majority of Attendance Recovery hours were completed but valid extenuating circumstances prevented completion of all hours
  - e. Student and parent/guardian were not informed of the absences in a timely manner
  - f. Volume of recovery hours required across multiple classes is extreme due to issue 1a or 1b
2. Likely Denial- Unable to complete attendance recovery hours due to:
  - a. Family vacation or travel
  - b. Absences due to out-of-school suspension
  - c. Absences caused by *opting* to schedule repeated appointments during the school day (ex. therapy appointments)
  - d. Absences caused by late arrival or lack of transportation not attributed to CMS Transportation or MCV-related challenges
  - e. Student failed to complete Attendance Recovery with no valid reason

Appeals may be submitted by:

1. The student,
2. the parent, or
3. a teacher or student services professional on the student's behalf.

The principal has the final decision regarding Attendance Recovery Appeals.

### Truancy

Students between ages 7 and 16 are required by law to attend school. In addition to the consequences outlined in Rule 1, the student will be required to make up the work missed and may be subject to the district's recovery procedures. For students with more than 10 unexcused absences the student and/or parent may be referred for prosecution.

**Rule 1 ATTENDANCE (Citizenship/Responsibility):** A student must attend every class every day unless there is a lawful reason for the absence. Students who are tardy, cut school or class or have excessive unexcused absences (more than 10) are in violation of this rule. In addition to any administrative response, students with excessive absences may be required to comply with the district's recovery procedures. Repeated violations of this rule may also result in Tier II consequences, with the condition that any out-of-school suspension imposed for conduct related solely to violation of this rule is limited to two days per violation. (Students who engage in insubordinate behavior towards an authorized staff member attempting to enforce

this rule may also be in violation of Rule 7 and may be punished accordingly, without the two-day limitation on out-of-school suspensions.)