

N.B.A. ATTENDANCE PLAN
Never Be Absent

We will be implementing an attendance plan this school year to combat the problems that we are currently facing.

For students who are habitual absent, please see the attached memorandum for teacher/counselor/administrative follow up.

We will have an array of student incentives and class incentives.

EXCUSED AND UNEXCUSED ABSENCES

Admits will be issued from the main office when a student returns from being absent. Please review the following attendance procedure with your homeroom students.

1. When a student returns from an absence he/she will have 48 hours to get an admit.
2. Admits will be distributed in the Main Office .
3. The admit will be stamped excused or unexcused.
4. It is the student's responsibility to show the admit to all of his/her teachers.
5. If a student does **not** show you an admit within 48 hours he/she is to be marked unexcused.
6. Students with 10 or more absences must provide a doctor's note on the next absence.
7. Students with unexcused absences are **not** entitled to make-up work. Unexcused absences result in a "F" for that days assignment.
8. Students with excessive absences will be subject to revocation of extracurricular activities.

REMEMBER ALL ADMITS IN MAIN OFFICE!!!

Only an administrator can excuse absences of more than 3 consecutive days.

ATTENDANCE POLICY

Attendance Intervention Plan

1. Homeroom Teachers will contact parents directly after the student's third (3rd) unexcused absence from their class and document the contact in the gradebook.
2. After the fifth unexcused absence, the homeroom teacher will write a SCAM with the number of absences and refer student to the Counselor. **Five (5) consecutive unexcused absences require a doctor's note from a health care provider.**
3. The counselor will conduct a conference with the student.
4. Upon the 7th unexcused absence, the Counselor will conduct a student/parent conference.
5. The Counselor will refer students to the School Social Worker after the 8th unexcused absence.
6. Upon the 9th unexcused absence the administration will conduct a face-to-face student/parent conference.
7. Upon the 10th unexcused absence, the Attendance Review Committee will meet to come up with recommendations to remedy the student's attendance.

Working together as a team we can improve and achieve great success. Again, your cooperation, enthusiasm, and effort are very much appreciated