

UHS Attendance Procedure Changes for 2008-09

1. **New start time:** The school day will start at 8:00am everyday (not 8:10am as in the past).
2. **Extended passing periods:** All passing periods between classes have been extended to six minutes instead of five. This change should help students move from class to class on time.
3. **Students check in and out at the NEW office:** When arriving at school after the start of the school day or leaving before the end of the day, students will now check in and out in the NEW high school office with Mrs. Gibson, attendance secretary. Visitors will still check in and out in the old office.
4. **More clear and consistent expectations related to attendance:** Both staff and students have been unclear about attendance expectations and potential sanctions for being tardy and/or unexcused absent.
5. **Teachers must communicate with students and parents/guardians:** In order to follow through with these new expectations, it is critical that teachers communicate to students what tardy or unexcused absence they are on (1st, 2nd, etc.) and then make a positive contact to the student's home when they are required to (3rd tardy and 1st and 2nd unexcused absence).
6. **Tardy procedure continuing the same as last year:** Students will be allowed three tardies per class. The teacher will let the student know what tardy s/he is on (1st, 2nd, 3rd). The teacher will contact home on the third. If the student shows up tardy again, he/she will not be allowed in class. The student will report to the office. An administrator will contact home. The student will be allowed in class in the future if he/she is on time. On the 6th tardy, the student will be sent to the office and removed from class with a WF (withdraw fail) and placed in Learning Center.
7. **More clarity on unexcused absence procedure:** Teachers will need to call home after the first and second unexcused absences. The student will meet with an administrator after the 3rd, 4th, and 5th, to plan for success and set up ways to make up time as deemed necessary by the administrator (Saturday School, detention, AES, etc.). Students will be removed from class with a WF (withdraw fail) on 6th unexcused absence or thereafter and placed in Learning Center.