

Willowcreek Middle School Attendance Policy

- Students are expected to be in attendance every possible day of the school year in order to receive maximum benefit from their educational opportunities.
- In all cases of absence, including truancy and suspension, students will be required to make up work if assigned by the teacher. This would include, but not be limited to tests, quizzes, papers and daily assignments. A student's grade may be affected by participation as determined by the teacher.
- Teachers will be required to give students who are absent and/or tardy an opportunity to make-up work missed.
- Parents/Guardians can excuse an absence 10 days from the day of the absence.
- An unexcused absence is recorded when a student is not present during an entire day or class period without notification/documentation of the absence.
- A tardy is recorded by the Student Assistance Lab when a student is not inside their assigned classroom before the tardy bell rings.
- Students have two late check-ins each semester before being marked as tardy (only applies to first periods of the day).
- Student entry slips are distributed through the Student Assistance Lab (C111).
- Detentions will be served in the Student Assistance Lab (C111) during lunch or immediately after school (2:50PM).
- After-school detentions are available Tuesday-Friday when school is in session.
- Signed Attendance Contracts and interventions will be monitored by the administration, attendance secretary, counselors, and academic coaches weekly.

Attendance Codes:

A	Teacher Excused
C	Court Action (documentation required)
E	Excused Absence
G	Pre-Approved Absence
H	Home/Hospital (documentation required)
I	Checked-In by Parent/Guardian
L	Tardy-Excused (late bus, late check-in)
M	Medical Appointment (documentation may be required)
N	Extra-curricular Activity (School Sponsored)
O	Checked Out by Parent/Guardian
P	In School Suspension
S	School Suspension
T	Tardy-Unexcused
V	Tardy, Truant during Advisory
X	Unexcused Absence
Y	Truancy/Sluff

Unexcused Absence

An unexcused absence is recorded when a student is not present during an entire day or class period. Notification and/or documentation outlining why a student did not attend is required to excuse an absence. Parents/Guardians are requested to call the attendance secretary before 10:00 a.m. if their student is going to be absent. They should be specific when stating the excused reason illness, doctor, dentist, court, etc. Parent/Guardians are encouraged to pre-excuse absences due to foreseen needs (graduations, vacations, funerals, etc.). All absences must be cleared within 10 days from the day of the absence. A student will be considered truant if he/she is absent from any class without proper permission. Truancy will be considered an unexcused absence.

4th Unexcused Absences—Students with more than three unexcused absences (12 periods) will be identified by the attendance secretary. Student will meet with and administrator. Parents/Guardians notified and absences are excused as appropriate within the last 10 days. Attendance Contract is signed by the student.

5th Unexcused Absence—Students that accrues five unexcused absences (20 periods) will receive Truancy Citation #1. Parents/Guardians are notified. Attendance Contract is signed by Student, Parent/Guardian, Academic Coach, and Administrator. Subsequent Unexcused absences will result in detention and/or additional consequences.

6th Unexcused Absence (24 periods)—Parent/Guardian is contacted. Student is assigned 30 minute after-school detention or lunch detention.

7th Unexcused Absence (28 periods)—Parent/Guardian is contacted. Student is assigned 45 minute after-school detention or two lunch detentions.

8th & 9th Unexcused Absences (32 & 36 periods)—Student, Parent/Guardian, and Administration meeting. Student is assigned 60 minute after-school detention or three lunch detentions.

10th Unexcused Absence—Students that accrues 10 Unexcused Absences (40 periods) will receive Truancy Citation #2 and assigned to attend District Truancy School. Failure of the student and parent/guardian to attend truancy school will result in immediate referral to the Fourth District Court on charges of Habitual Truancy.

11th, 12th, 13th, and 14th Unexcused Absences (44-56 periods)— Student, Parent/Guardian, and Administration meeting. Student is assigned to In-School Suspension (ISS). Team will determine additional interventions such as, but not limited to adjusting class schedule, requiring additional attendance tracking, escorted transportation to school, home visits, formal school hearing, etc.

15th Unexcused Absence—Students that accrues 15 Unexcused Absences (60 periods) will receive Truancy Citation #3 as a referral to the Fourth District Court on charges of Habitual Truancy. Student, Parent/Guardian, and Administrator may also convene a District Hearing to discuss alternate placement and schooling options.

Tardy

Students must be inside their assigned classroom before the tardy bell rings. Students will report to the Student Assistance Lab for an entry slip.

1st Tardy - Student is warned. Attendance Contract is signed by student.

2nd Tardy – Phone call home. Parents are informed subsequent tardy will require signing the Attendance Contract and detentions will accrue.

3rd Tardy – Attendance Contract is signed by Student, Parent/Guardian, Academic Coach, and Administrator. Student serves 30 minute detention if contract is not completed within three days of the third tardy.

4th Tardy – Parent/Guardian is contacted. Student is assigned 30 minute after-school detention or lunch detention.

5th Tardy – Parent/Guardian is contacted. Student is assigned 45 minute after-school detention or two lunch detentions.

6th, 7th, and 8th Tardy – Student, Parent/Guardian, and Administration meeting. Student is assigned 60 minute after-school detention or three lunch detentions.

9th Tardy – Parent/Guardian is contacted. Student is assigned to In-School Suspension (ISS).

10th Tardy – Parent/Guardian is contacted. Student is suspended from school. Referral is made to Truancy School. Reinstatement meeting is required with student, parent/guardian, and administration.

