

## STUDENT ATTENDANCE AND PUNCTUALITY REQUIREMENTS AT MONROVIA HIGH SCHOOL

1. Teachers will take and record attendance during each assigned class period.
2. The following notification procedures will be followed for students at risk due to poor attendance.
  - a) Nightly, the phone machine will notify parents of absences.
  - b) At six absences teachers will notify parents by phone or mail.
  - c) At eight absences an attendance letter will be sent home.
  - d) At ten unexcused absences a second attendance letter will be mailed home. Teachers and counselors will be notified so students may contract a course.
  - e) At twelve unexcused absences counselors are again notified so students may contract a course before a failing grade is given.
  - f) Parents are notified by mail when a student is dropped from a course due to unexcused absences.
3. At risk students may contract to stay in a class with teacher/counselor or teacher/administrator approval. Violated contracts will result in a failing grade being given by the teacher to the student.
4. If a non-special education student accumulates twelve unexcused absences in a class during a semester, he/she will be dropped from the class with no credit and a grade of "F" which will be identified on the pupil's record as "WF".
5. Changes in placement for special education students will be in accordance with their IEP recommendation. Special education students may receive a failing grade in a course for exceeding the maximum of twelve unexcused absences or may receive variable credit for work completed.
6. The student will be assigned to an attendance alternative for any class that is dropped during periods 1 through 6 and may receive variable credit for work completed.
7. A student who loses three or more of his/her assigned classes will be considered for placement in other alternative programs.
8. A student who is suspended from school will have the number of suspension days charged against the total of twelve unexcused absences covered in this policy.

Adopted: September 11, 1985  
Revised: September 1986  
Revised: July 1987