

August 24, 2008

Important—Please Read

To: LHS Teachers

From: Dr. Dreier

Re: Attendance Procedural Changes

The implementation of Infinite Campus will expand our ability to process student data beyond levels established through SASI—which is good. At the same time, it limits input as well. For example, attendance input is limited to tardy and absence only. Therefore, we are going to establish a procedure that everyone can follow that provides the needed information for Patty Hinkle in attendance and the administration should a student be referred for habitual tardiness.

First, remember that attendance is required by every teacher on a daily basis—no exceptions. Attendance records over the year, and especially during October count, reflect the amount of FTE (staffing levels) we receive to start a school year. In addition, attendance records can be subpoenaed in court. Therefore, accuracy in recording is essential. ***For school accounting purposes, a student is tardy if they are late to class during the first 50 percent of class (45 minutes for block periods). If they show with less than 50 percent of class remaining, they are to be marked absent.*** The process for reporting tardies which occur within the first five minutes of the start of class has not changed. ***If a student is later than five minutes and within the first 50 percent of class time, mark in the comments section along with any pertinent information the amount of time the student was tardy.*** For example, if a student is 20 minutes late to class, record as ***T20*** (T=tardy; 20=minutes). Patty will review the comments on a daily basis and make corrections where necessary. In addition, teachers and administrators will have a record of habitual tardiness to review.

It is expected that each teacher will hold students accountable for attendance and promptness to class. Make sure your students are aware of the consequences that may result from poor attendance and tardiness. ***Consistent with building policy, students are to be sent to the administration if they are habitually absent or tardy.*** Prior to sending a student to the administration, please work with the student and parents early in the cycle. If a referral is sent, please make sure it includes the interventions and actions taken by the teacher prior to the referral.

In some respects this is a change from past practice for recording absences and tardies. However, since school will be in full swing this week, we felt guidelines established early will help all of us adjust to a common level of understanding and clarity relative to new attendance procedures. We truly appreciate the many teacher recommendations that have been considered in this new procedure. We encourage feedback from staff concerning this implementation and will continue to review the effectiveness through department chair and site council meetings.