

**Central Academy of Technology & Arts**  
**2019-2020**  
**Attendance and Early Dismissal Reminders**

Contact Information:

School Phone (704) 296-3088

School Fax (704)296-3090

School Secretary: Andrea Nahum

Date Manager: William Smith

- Absence notes must be turned in to the front office upon the student's return to school in order for the absence to be considered for excusal. Absences will be coded unexcused in PowerSchool until a written excuse is received. Please allow 24 hours for excusal notes to be coded in PowerSchool.
- Attendance is taken in each class block. If a student misses more than 15 minutes of a block, then he/she is marked absent for that block.
- Lunch is considered a part of 3rd block, therefore the 15 minute rule applies.
- If a student driver needs to be dismissed early from school, a handwritten parent note must be turned in to the front office before school in order to receive an early dismissal pass. The parent note must contain the date, student's full name, time that the student needs to be dismissed from school, the parent's phone number and signature.
- Any student being picked up early from school by anyone other than a parent, must bring in a note from a parent giving permission for someone else to pick up the student. The note must contain the date, the name of the person that is picking them up, the parent signature and parent phone number. This note must be turned in to the front office before school.
- In the event that a parent doesn't write a note, the parent must call the school to speak to someone in the front office. We will verify who you are by asking a couple questions, then ask you to follow up with an email. \*If a parent emails the school without a phone call, the parent will be asked to call the school.

## Attendance Facts and Procedures

1. Attendance is taken daily for each class.
2. After the **eighth** absence for a class students are in jeopardy of not receiving credit for the class no matter the grade.
3. After the **eighth** absence for a class the school will make a determination on credit recovery. Students are allowed to recover up to **three** class periods or 4.5 hours per class.
4. To recover an absence a student must make up the missed class time, which is 1.5 hours per class missed after 7 absences.
5. After 10 absences excused or unexcused the student may not receive credit for the class no matter the grade.
6. If a student has over 10 absences excused or unexcused, then they must go through the waiver process. The waiver process may include assigning more recovery time.
7. Recovered absences do not change attendance records.
8. **If you are asking for a waiver, then you must complete as much recovery as allowed for each class, complete a waiver request form, and attend ALL review sessions on exam day and be present for the make-up day.**

## Waivers & Criteria to Waive Absences for students with 10 or more absences

The following criteria will be used to waive absences:

1. Doctor's letter describing an ongoing problem with a chronic illness, communicable disease or injury when the problem is in the beginning stages.
2. Usual and customary doctor and dental visits when documented with a note from the doctor or dentist within three days after returning to school.
3. Documented court appearances where the student specifically is required to appear in court.
4. Death in immediate family (mother, father, sibling, grandmother, grandfather, or legal guardian)
5. Parent's notes are helpful when documenting absences; however, these notes do not necessarily mean absences will be automatically waived.
6. The number of absences meeting the criteria in items #1 through 4 above will be subtracted from the total number of accumulated absences for the semester or year.
7. The school nurse may have input regarding medical conditions of students who do not have access to medical treatment or benefits. This will be done on an individual case basis.

## WAIVER AND RECOVERY PROCEDURES AND FAQ'S

- Can you explain waiver and recovery? Each student can have no more than **seven** absences in each class per semester. Any student who has more than **seven** absences in any class has failed that class because of the percentage of time missed from the class.
- In order to be considered eligible to pass the class, the student must be able to pass the class with appropriate grades, complete the maximum amount of recovery needed, and he/she must submit a form asking that some of his/her absences be waived.
- Failing a class due to absences = FF which is an F in the student's GPA!
- Who is responsible for completing each step of the waiver and recovery process? The student! It is not the responsibility of the staff to call the student down or remind them of waiver and recovery responsibilities.
- What is recovery? Recovery is "making up" absences. A student must recover class time minute-for-minute (90 minutes per period), in other words, the student must serve 1 ½ hours of recovery time for each absence that he/she must recover. So, if a student must recover two absences, they must make up 3 hours.
- I can recover all of my absences, right? Not necessarily! A student may recover a maximum of 3 absences per class. This is where the waiver comes in. If you are asking for a waiver, you must

complete as much recovery as allowed, complete a waiver request form, and attend ALL review sessions on exam day and be present for the make-up day.

- Recovered absences do not change attendance records.
- It is possible to fail a class by not serving recovery time as required! It is also possible to fail a class if a student continues to be absent, even if they have completed recovery.
- For each recovery session, students are required to:
  - Get an assignment (before the recovery session) from the teacher for whom they are serving the time.
  - Report to the assigned area on time.
  - Bring all necessary supplies – no pencils, paper, computers or books will be provided.
  - Work for the entire recovery session on the assignments.

Students who are late, are off-task or do not complete the recovery assignments to the teacher's satisfaction may have to repeat the session or not receive credit for attending the session. Students will receive one warning for talking or being off-task and then will be dismissed from the session with no credit for attending. Phones and music will not be permitted at recovery sessions. All recovery must be completed by the established deadline.

- What happens if a student is absent after the deadlines? Absences count through the last day of the semester before exams!