

## Recovery Highlights for Second Semester, 2018-2019

Students who have questions should see Ms. Rutowski before or after school or during your lunch, or email [michelle.rutowski@ucps.k12.nc.us](mailto:michelle.rutowski@ucps.k12.nc.us).

- If a student has 8 absences in any class (except an online class) that cannot be waived, he/she has **failed** that class and must serve recovery time. If the student does not go through the process, he/she will receive an FF for that class in the GPA.
- Students who have 8 or more absences in a class **FOR ANY REASON** should see Ms. Rutowski during their lunch to see if they owe recovery time.
- **ANY LAWFUL EXCUSE NOTES THAT HAVE NOT BEEN SUBMITTED MUST BE SUBMITTED IMMEDIATELY!**
- THE **STUDENT** has to handle all of the steps – he/she will not be called down to the office or reminded!!!
- If a student is told by Ms. Rutowski that he/she does not currently owe recovery, he/she will not have any additional steps to take as long as the student has no additional absences before exams begin.
- If a student does owe recovery time, he/she will be given a recovery form for signatures from the student and parent (teacher signatures are no longer required.)
- The signed form should be returned to Ms. Rutowski the day after it is received. Students must see Ms. Rutowski to find out how much recovery time they owe each teacher for the absences that could not be waived.
- **Students must get a recovery assignment from each teacher for whom they owe recovery BEFORE THE RECOVERY SESSION.**
- Students must attend the assigned recovery sessions based on the number of hours they owe. All recovery must be completed by May 24, 2019.

### UPCOMING RECOVERY DATES AND TIMES

- Tuesday, 5/7: 3:00 – 4:00 in room F113
  - Thursday, 5/9: 3:00 – 4:00 in room F112
  - Monday, 5/13: 3:00 – 6:00 in the Media Center
  - Tuesday, 5/14: 3:00 – 6:00 in the Media Center
  - Wednesday, 5/15: 3:00 – 6:00 in the Media Center
  - Thursday, 5/16: 3:00 – 4:00 in room F112
  - Monday, 5/21: 3:00 – 6:00 in the Media Center
  - Tuesday, 5/22: 3:00 – 6:00 in the Media Center
  - Wednesday, 5/23: 3:00 – 6:00 in the Media Center
  - Thursday, 5/24: 3:00 – 6:00 in the Media Center
- **Students who have 8 or more absences now should NOT have any additional absences before exams!! If they do, they should see Ms. Rutowski immediately.**
  - **Students should be sure they understand the details of waiver and recovery, which can be found on the back of this page.**

**Remember, it is possible to fail a class due to absences by not serving recovery time as required!** It is also possible to fail a class if a student has additional absences, even if the student has completed recovery.

## Waiver and Recovery FAQ, Second Semester 2018-2019

This information is very detailed, but important!

- **What is waiver and recovery?** Each student is allowed to have up to 7 absences in each class per semester. **Any student who has more than 7 absences in any class – even if the absences are excused – has failed that class because of the percentage of time missed from the class.** In order to be considered eligible to pass a class with more than 7 absences, the student must have passing grades for the class, and have some of his/her absences be **waived** (not counted in the 7 absences he/she is allowed to have). After the student's absences are reviewed, he/she may have to **recover** (make up) some of the absences that couldn't be waived.
- **Failing a class due to absences = 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 the difference between an excused absence, an unexcused absence and a waived absence?**
  - An **excused** absence is one recognized by UCPS policy as excused with proper written documentation. They include: illness/injury, medical/dental, death in the immediate family, court/administrative, religious observances and educational opportunity.
  - A **waived** absence is an excused absence that will still count as an absence, but not count in the 7 absences per class that a student is allowed to have. They **may** include all of the reasons listed above, but, for example, not all parent notes for illness will automatically be waived. So, waived absences don't "go away." They are just in a "separate stack" of absences.
  - An **unexcused** absence is one with no note or a note with an unexcused reason (out of town, family emergency, overslept). Unexcused absences are not waived.
- **What is recovery?** Recovery is "making up" absences. A 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.
- **What is the timeline for 2nd semester waiver and recovery?**
  - **Any student with 8 or more absences should see Ms. Rutowski immediately about whether or not he/she owes recovery time.** If she says that the student's current absences can be waived, the student will not have any additional steps unless he/she has additional absences before exams begin.
  - If the student has absences that must be recovered, they will be given a recovery form. The student will use this form to write down recovery assignments from his/her teachers, and the form will need to be signed by the student and a parent.
  - The day after receiving the waiver request form, the student should return the completed form – with all appropriate signatures – to Ms. Rutowski or the front office.
  - **The student must serve the required number of recovery hours before May 24.**
  - **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. Students may not just do homework or read. They must get a specific assignment that they have requested FROM THE TEACHER to complete during recovery time.
    - Report to the designated classroom **on time**.
    - **Bring all necessary supplies – no pencils, paper, computers or books will be provided.**
    - **Log their recovery on the googleform as directed by the Recovery Supervisor.**
    - **Work for the entire recovery session on the assignments.**
    - **Turn in the completed assignment to the teacher who assigned it.**

*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.*

**What happens if a student is absent after the deadlines?** Absences count through the last day of the semester! **If a student reaches 8 absences at any point before exams, it is his/her responsibility to see Ms. Rutowski to begin the process or risk failing the class(es).**