



Waiver and Recovery Rules and Procedures

- **Can you explain 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 unexcused absences in any class has **failed that class because of the percentage of time missed from the class.**
- **Only the following notes are accepted as an excused/waived absence:**
 1. Medical/Dental note from doctor
 2. Death in Family
 3. Court
 4. Educational Leave
 5. College Visits
 6. Religious Observance
- 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, 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 designated 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 January 7th.***

- If a student has extenuating circumstances and is unable to attend Attendance Recovery or has more absences than can be recovered (10 or more absences), he or she may request to have absences waived. This information is **due to the main office by 3:15 p.m. on Friday June 2nd, 2017.**
- **NO LATE WAIVERS WILL BE ACCEPTED.** Once all information is submitted, an Attendance Committee will meet to determine whether to accept or deny the waiver request. Students are expected to attend ALL the Recovery sessions for which they are eligible in addition to requesting absences to be waived.
- Attendance waivers are available in the front office.
- **What happens if a student is absent after the deadlines?** Absences count through the last day of the semester!

Porter Ridge High School will offer the following recovery opportunities – these opportunities will be in place from 5/1/2017 through 6/2/2017

Saturday School Attendance Recovery

- Dates: 5/6/17, 5/20/17
- Time: Saturday 9:00 a.m.-Noon
- Location: Meet at PRHS Commons Area – Main School Entrance
- Classes Recovered: 2 per session

Before School Recovery

- Time: **Monday - Thursday** 7:00-7:45 a.m. from 5/1/17 through 6/2/2017
- Location: PRHS ISS Room – A107
- Classes Recovered: 1/2 per session

After School Recovery

- Time: **Monday-Friday** 3:00-4:30 p.m. from 5/1/2017 through 6/2/2017
- Location: F109 or F205D (Listen to after school announcements for changes)
- Classes Recovered: 1 per session

Special Announcement for Student/Athletes – Starting with the fall athletic season in August of 2011, attendance for athletic eligibility will be measured by “period” instead of by “day”. Instead of the “13 day absence maximum” for athletic eligibility – athletes will now have a “54 class period maximum” in order to be eligible to participate.

If you have any questions, please feel free to contact Mrs. Katia Martinez at (704) 292-7662 or by e-mail at katia.martinez@ucps.k12.nc.us

Sincerely,

Dr. Bashawn Harris