

# 2017-18 NDHS Attendance Protocols

**Please note that these protocols are in place for excused and unexcused student absences.**

## Level I

What	When	Who
<b>Student misses 3 consecutive classes</b>	Anytime throughout the school year	<ol style="list-style-type: none"> <li>1) Teacher completes a CAF (Consecutive Absence Form).</li> <li>2) Teacher will save a copy, send a copy to Attendance Clerk, Mrs. Redmer.</li> <li>3) Mrs. Redmer will compile names submitted and send to: Mrs. Sorrells, Mrs. Fitzgerald, Mr. Breedlove, Mrs. Parks, Ms. Nichols, Ms. Mullen <b>EVERY WEDNESDAY.</b></li> <li>4) Counselor will meet with students between Wednesday and following Monday and be prepared to report out at Tuesday Guidance/Admin meeting.</li> </ol>

## Level II

What	When	Who
<b>Student misses 3 full days of school</b>	Anytime during a quarter.	<ol style="list-style-type: none"> <li>1) Mrs. Redmer provides a list to Mrs. Sorrells, Mr. Fitzgerald, Mr. Breedlove, Mrs. Parks, Ms. Nichols, Ms. Mullen by <b>END OF DAY, FIRST DAY OF EVERY SCHOOL WEEK.</b></li> <li>2) Students will be discussed at Tuesday's Guidance/Admin meeting.</li> <li>3) <b>Counselors will call parent.</b></li> <li>4) Follow up letter sent after phone call.</li> </ol>

## Level III

What	When	Who
<b>Student misses 5 full days of school</b>	Anytime throughout the school year	<ol style="list-style-type: none"> <li>1) Mrs. Redmer provides a list to Mrs. Sorrells, Mr. Fitzgerald, Mr. Breedlove, Mrs. Parks, Ms. Nichols, Ms. Mullen by <b>END OF DAY, FIRST DAY OF EVERY SCHOOL WEEK.</b></li> <li>2) Students will be discussed at Tuesday's Guidance/Admin meeting.</li> <li>3) <b>Administrator will call parent.</b></li> <li>4) May refer to SST or Peace Team.</li> <li>5) Follow up letter sent after phone call.</li> </ol>

## 2017-18 NDHS Attendance Protocols

### Level IV

What	When	Who
<b>Student misses 8 full days of school</b>	Anytime throughout the school year	<ol style="list-style-type: none"> <li>1) Attendance clerk provides a list to Mrs. Sorrells, Mr. Fitzgerald, Mr. Breedlove, Mrs. Parks, Ms. Nichols, Ms. Mullen by <b>END OF DAY FIRST DAY OF EVERY SCHOOL WEEK.</b></li> <li>2) Students will be discussed at Tuesday's Guidance/Admin meeting.</li> <li>3) <b>Referral will be made to SST by administrator.</b></li> <li>4) <b>Pupil Service Worker will call parent.</b></li> <li>5) Follow up letter sent after phone call.</li> </ol>

### Level V

What	When	Who
Student misses 10 full days of school	Anytime throughout the school year	<ol style="list-style-type: none"> <li>1) Attendance clerk provides a list to Mrs. Sorrells, Mr. Fitzgerald, Mr. Breedlove, Mrs. Parks, Ms. Nichols, Ms. Mullen by <b>END OF DAY FIRST DAY OF EVERY SCHOOL WEEK.</b></li> <li>2) Students will be discussed at Tuesday's Guidance/Admin meeting.</li> <li>3) Home visit by PPW.</li> <li>4) Referral to truancy court when possible</li> <li>5) Documentation letter.</li> <li>6) Should the students academic performance be impacted due to excessive absences, students will enter into a contract per the DCPS Code of Conduct which may result in the loss of extracurricular activities.</li> </ol>