

WEST VALLEY HIGH SCHOOL

FRESHMAN CAMPUS

Jean Seibert Ph.D., Principal

Ben McMurry, Dean of Students

Joe Coscart, Athletics Director

August 31, 2011

Dear Parent/Guardian,

In looking at your student's attendance record from last year, we are concerned about the number of absences, truancies, and tardies. It is our goal for every student to experience a successful academic experience now that they have entered high school. To this end, we are informing you of our brand new attendance policy here at the Freshman Campus.

The attendance policy states,

"Beginning this fall, attendance will be linked to the credit that you receive in your classes. Students will have 5 excused absences that they can receive during a semester without penalty. On the 6th excused absence there will be a conference held with the student, parent and an administrator. This will be to discuss when the student will be coming in to do their make up instructional time within the next 5 days and what ramifications there are for future absences/tardies. At 10 excused and/or unexcused absences the student will receive an NC grade or be able to appeal with medical evidence for another 2 days depending on the circumstances. At 12 excused and/or unexcused absences accrued, the student will be suspended for the semester and given NC grades.

Make up Instructional Time for:

1. Each excused absence over 5 (non-school related)
2. Each tardy over 6 (not per class, but total for semester)
3. Each unexcused absence
 - Make up instructional time is held before or after school.
 - Make up instructional time needs to add up to a 60-minute period of time and be completed within 5 days of the time it is scheduled.
 - Students should come to one of their teacher's classrooms prepared with homework and/or reading materials. Students not academically engaged will be required to leave and will not receive credit for their time spent that day.
 - The teacher will sign a form provided by the student. When the make-up instructional time is completed, it is the student's responsibility to return it to either the principal or dean of students. Once returned, the completion will be documented in Skyward.

Students who have not made up instructional time for any class but have earned a passing grade will receive an NC (no credit) grade for that class. An NC grade differs from an F grade in that an NC grade does not figure into the student's overall GPA. However, both NC and F grades result in loss of credit. For **co-curricular eligibility purposes**, an NC grade is counted the same as an F grade. If a student receives a failing grade in a class due to overall grade percentage, the F grade will remain on the transcript regardless of attendance."

You have already received a letter from us discussing how important attendance is to your child's success here at West Valley and this policy will support that. We are hoping to decrease absences, truancies and tardies so that the students can focus more on their academic success.

We thank you for your cooperation and if you have any questions or concerns feel free to call 972-5600.

Sincerely yours,

Ben C. McMurry

Parent Signature _____ Date _____