

Attendance Point System
Administrative Procedure for Board Policy #6.200

Introduction:

The following information represents the basis for an Attendance Point System. Although this type of attendance management has been used in industry for years, school systems around the country have only been implementing these borrowed ideas for about the past five years.

The current attendance system penalizes all attendance situations in exactly the same way. A point system would provide a measure of fairness and quick reference points for students and parents. It would also discourage suspensions and unexcused occurrences. The following section will emphasize the need for a point system.

- By assigning points to various absences, greater weight can be placed on absences that are problematic within the school. Students will be penalized more heavily for unexcused occurrences rather than excused occurrences.
- The point level at which a student will have to make up time within a block schedule is any value greater than 50 points. This will be on a per semester basis and credit will not be awarded at mid-year or year-end until time has been made up.
- This will create a no fault/no excuse policy that will remove ambiguity and be easier to maintain at the administrator level.
- Any point value over 50 will require time-for-time. Each hour of Saturday School equals 2 points. Saturday School will operate from 7am-12pm each Saturday. Therefore, a student can make an excused absence (10 points) in one session. Each hour of before or after-school detention will also make up 2 points.

Proposed Point System and Justification
(Only codes that will have point values associated with them)

Code	Code Explanation	Point Value	Justification
1	ABSENCE - EXCUSED	10	Within a block schedule, students will only be able to miss 5 days per semester. By assigning 10 points to excused absences, students will have to attend Saturday School after the 6th absence.
2	ABSENCE - UNEXCUSED	20	The purpose of assigning a higher value to unexcused absences is to further encourage student attendance. When students have more than 2 unexcused absences, they will have to attend Saturday School. It will also encourage students to bring in notes regularly.
3	PARENT NOTE - EXCUSED	10	Within a block schedule, students will only be able to miss 5 days per semester. By assigning 10 points to excused absences, students will have to attend Saturday School on the 6th absence.
6	TARDY to SCHOOL	3	The purpose of assigning a moderate value to school tardies is to discourage students from accumulating tardies. As it stands now, there is not an official policy for tardies. This would create a stronger action against tardies.
8	DEFAULT ENTER/LEFT CODE	3	If a student checks out and returns within a small window of time, then there should not be strong action taken. With a point value of three, a code 8 will only add to other types of absences.
J	EXCUSED ENTRY AFTER 1 ST BLOCK	3	If a student has an excuse for missing an entire block, then the action should be minimal for coming to school in a timely manner.
K	UNEXCUSED ENTRY AFTER 1 ST BLOCK	6	If the student does not have an excuse for missing an entire block, then the action should be more substantial.
L	LEFT/EXCUSED/FULL DAY- Check out before the end of 2 nd Block	4	If a student makes an effort to come to school, but then has to leave for the day, then it should not count as much as an excused absence. This code will be used as the halfway point of the school day after second block.
M	LEFT/UNEXCUSED/FULL DAY Check out before the end of 2 nd Block	8	Leaving early in the day should count nearly as much as an absence, but not as much as an unexcused absence since the student did attempt to come to school. This code will be used as the halfway point of the school day after second block.

Proposed Point System and Justification
(Only codes that will have point values associated with them)

Code	Code Explanation	Point Value	Justification
P	LEFT/EXCUSED/PRESENT Check out between 2 nd and 3 rd Block	3	If a student attends school for the majority of the day, then the point value should be lower for a student who has an excuse for leaving school. Calling a parent, etc. should only count as parent notes count. Parents will only have a certain number of times that they can call to have their student excused.
Q	LEFT/UNEXCUSED/PRESENT Check out between 2 nd and 3 rd Block	6	If a student is present long enough to be counted present, then the point value should be adjusted to reflect such whether it excused or unexcused.
R	UNEXCUSED ENTRY AFTER 3 RD BLOCK	12	If a student comes to school after 3 rd block without an excuse, then the point value should be near that of a complete unexcused absence.
S	SUSPENSION	15	Although being suspended is out of the control of a student, the behavior that resulted in suspension was not. By assigning a point value to suspension, inappropriate behavior will be further discouraged.
T	EXCUSED ENTRY AFTER 3 RD BLOCK	5	If a student has a legitimate excuse for coming to school so late in the day, then the point value should reflect the excuse.

For the purpose of analyzing student attendance, all attendance codes will be incorporated; however, hospital stays, surgeries, bereavement time, etc. will be given a point value of zero. The aforementioned codes can be used as those that accumulate toward the time-for-time attendance policy.