

ATTENDANCE PROCEDURE

Tardies

Campus Monitors:

1. Sweep halls during passing time
2. Collect names of late students
3. Issue lunch detention slips
4. Check students into lunch detention
5. No Shows are issued a second detention
6. After second No Show, student is referred to Assistant Principal

Assistant Principals:

1. Sweep halls during passing time
2. Assign lunch detentions
3. Meet with referred students
4. Administer discipline as appropriate

Unexcused Absences

Attendance Secretary:

1. Each Monday, run the attendance report for previous week.

Assistant Principal:

2. Identify students in need of intensive intervention
3. Administer discipline as appropriate
4. Refer students to TEAM

Campus Monitors:

1. Address students in need of less intensive intervention
2. Assign lunch detentions to students ~ follow Tardy process

