**Coffee Chat**

**October 31, 2016**

**Attendance**

* Attendance is taken by period, not by the day.
* Students are allowed 12 days throughout the year that are a combination of the following:
	+ Parent Notes
	+ Unexcused
	+ No Note
	+ Principal Permission
* Once a student reaches a total of 12 for the above absences, subsequent absences must be noted with a doctor or court note in order to be excused.
* A student can reach 12 absences in select classes and not the entire day.
* Students have three days to turn in an excuse once they return to school.
* At two full day unexcused absences, you will receive a letter from the school
* At four full day unexcused absences, you will be contacted about having a pre-referral to Early Warning conference.

**Tardies**

* Tardies are looked at each nine weeks
* Three tardies to 1st period = one SOAR60 detention (subsequent tardies leads to further discipline)
* Numerous tardies to first period can result in a pre-referral to Early Warning conference
* Six tardies to 2nd period - 8th period = one SOAR60 detention (subsequent tardies leads to further discipline