



Parkwood High School

Stephanie McManus, Principal

Eldridge Moore, Chris Horne, Brian Gray

3220 Parkwood School Road Monroe, NC 28112

Phone 704.764.2900

Fax 704.764.2907

<http://pwhs.ucps.k12.nc.us>



To: Parkwood High School Students and Parents

From: Mrs. Stephanie McManus

Subject: Waiver and Attendance Recovery Process

Date: December 3, 2013

The Union County school system has allowed the high schools to initiate an attendance recovery plan for the 2013-2014 school year. According to Union County School Board Policy, any student who is absent eight or more days in a semester class has failed the subject unless a "Waiver of Absences" is granted. This memo will outline the attendance waiver process and the attendance recovery process for the 2013-2014 school year.

Waiver Process: (For students who have 8 or more absences (excused and unexcused) in any or all classes during the semester)

-Criteria to Waive Absences

- *Doctor's letter describing an ongoing problem with a chronic illness, communicable disease or injury **when the problem is in the beginning stages.**
- *Usual and customary doctor and dental visits when documented with a note from the doctor or dentist within three days after returning to school.
- *Documented court appearances where the student specifically is required to appear in court.
- *Parent's notes are helpful when documenting absences; however, these notes do not necessarily mean absences will be waived.
- *The number of absences meeting the first three criteria listed will be subtracted from the total number of accumulated absences for the semester.

The Waiver Process will begin on **Tuesday, December 3** and will be completed by **Friday, December 13**. **Waiver forms will not be accepted after Tuesday, December 10.** An exception will be made **only** if the student's eighth absence occurs on or after this date.

Process to get Absences Waived

- *Have each teacher fill out the Request for Waiver of Absences form to get the total number of days that he/she has you listed as absent from his/her class. **Parent and student must sign waiver form.**
- *Student will then be responsible for taking these completed forms to Mrs. Broome **by the December 10 deadline** in order for her to match dates with doctor's notes.

If dates approved to waive bring attendance into compliance with the Union County School Board Attendance Policy, then no attendance recovery is needed. If dates approved or denied to waive do not bring attendance into compliance, then the following process may take place for the potential of recovering time for a class credit.

Growing Possibilities...

In compliance with federal law, UCPS administers all educational programs, employment activities and admissions without discrimination against any person on the basis of gender, race, color, religion, national origin, age or disability.

Attendance Recovery Process: (For students whose absences have not been brought into compliance after the waiver process has been completed)

Process for recovering up to 8 total class periods:

Note: Students must have the mathematical possibility to pass the class or classes academically in order to qualify for Recovery.

1. Follow the Waiver Process listed on the opposite side.
2. If dates approved or denied to waive do not bring attendance into compliance, then Mrs. Broome will determine how many hours are necessary for each student to recover (8 recovery days equals 12 hours).

By School Board Policy, students will only be allowed to recover a cumulative total of 8 class periods with a maximum of 3 recovery days per class period. "Recovery days" may be divided between the student's four classes. If, for example, a student needs to recover 3 days in both 1st and 2nd periods and 1 day for both 3rd and 4th periods, he/she will have the opportunity to gain credit for all four classes.

3. If student does not meet the criteria for recovery eligibility, Mrs. Broome will give waiver to Mrs. McManus for administrative review/denial.
4. Mrs. Broome will notify attendance recovery candidates of their hours owed and the dates and times of the recovery sessions. Students will be given a copy of their recovery information sheet and sign and date a second copy for Mrs. Broome's records.
5. Students will be responsible for attending the correct number of recovery sessions.
6. Students must bring sufficient academic work assignments and stay for the complete time to receive recovery time credit.

Attendance Recovery Period will take place from 7:00-8:00 a.m. and 3:30-5:00 p.m. on December 16-20, 2013, and January 6-10, 2014.

Additional Notes:

- **Students must have classwork to complete during the time they are spending in Attendance Recovery. If a student does not have work to complete, that student will have to reschedule time in Attendance Recovery and will not receive credit for time.**
- **At no time will discipline issues be tolerated in the recovery sessions—students must comply with the UCPS and Parkwood High Code of Conduct. Should a student choose not to comply, they will be removed from the recovery session and will not receive credit for the session.**
- **Recovered time may or may not affect the student's grade for that class, but it will give them the opportunity to earn credit for a class they would have failed only due to the attendance policy. Turning in the completed work to the assigned teacher once attendance recovery is complete is a way to complete the missed work.**

Note: If a student is absent from a class once that student has completed the waiver process, the student must complete a new waiver. The possibility does exist that a student may have been brought into compliance through the waiver, but placed in jeopardy of losing that credit if he/she misses additional school days. Once the attendance recovery sessions end, a student will not have the opportunity to do the entire waiver and attendance recovery process again.



PARKWOOD HIGH SCHOOL
REQUEST FOR WAIVER OF ABSENCES
 FALL 2013



STUDENT MUST TURN IN WAIVER TO MRS. BROOME BY TUESDAY, DECEMBER 10. TEACHERS MUST FILL OUT NUMBER OF ABSENCES, INITIAL AND DATE FOR WAIVER FORM TO BE COMPLETE. IF AN ABSENCE OCCURS AFTER WAIVER IS TURNED IN, A NEW WAIVER MUST BE SUBMITTED.

STUDENT'S FULL NAME _____
GRADE

COURSES FAILED DUE TO ABSENCES	TEACHER	* TEACHER'S INITIALS/DATE	NUMBER OF ABSENCES
1 ST Block _____	_____	_____/_____	_____
2 ND Block _____	_____	_____/_____	_____
3 RD Block _____	_____	_____/_____	_____
4 th Block _____	_____	_____/_____	_____

***A teacher's initials indicate that the student can pass the class academically and is eligible for credit should the waiver be granted. If there is no chance the student can pass due to grades, please write "can not pass" on the NUMBER OF ABSENCES line. If course is online, please write "online course" under number of absences. (Online classes are not subject to attendance failure.)**

 STUDENT SIGNATURE

 PARENT SIGNATURE

***NOTE: Student and Parent must sign waiver in order for form to be accepted.**

APPEAL GRANTED _____ APPEAL NOT GRANTED _____

REASON APPEAL IS NOT GRANTED _____

PRINCIPAL NOTES: _____

PRINCIPAL/DESIGNEE'S SIGNATURE _____

ATTENDANCE RECOVERY DATES

MORNINGS: DEC. 16, 17, 18, 19, 20 & JAN. 6, 7, 8, 9, 10 FROM 7:00 TO 8:00 (1 HR SESSIONS)

AFTERNOONS: DEC. 16, 17, 18, 19, 20 & JAN. 6, 7, 8, 9, 10 FROM 3:30 TO 5:00 (1.5 HR SESSIONS)

DATE WAIVER RECEIVED: _____