2020-2021
Responses to Unexcused Absences

- At three total unexcused absences, the advisor point person should speak with the student and then follow up (quick email or phone call) with the parents/guardians.
- At six total unexcused absences, the advisor point person should speak with the student and have the student write a brief paragraph about why they have accrued these absences, what they can do differently to prevent more absences, and what they might need as support. The advisor point person will share this paragraph with the parents/guardians and class dean. The core team (advisor point person + class dean) respond (see below for some possible supportive responses).
- At nine total unexcused absences, the advisor point person will call a full team meeting. The advisor point person should speak with the student before the full team meeting so that they (the advisor point person) can share the student’s thoughts and perspective with the team. The class dean will follow up with a communication to the student and parents/guardians about supports and expectations.
- Beyond this, should the student continue to accumulate unexcused absences the advisor point person should continue communicating with the student, parents/guardians, and class dean. Depending on what is going on for this student, SRT and/or SPRC may step in with additional supports or changes, including the End of Term Review process.

Some supportive responses that a core team or full team might put in place for a specific student who is not making it to their commitments might include the following:

- A recommended meeting with ASC and/or Sykes team member (or off-campus provider) to address reasons why the student might be missing commitments
- Required conference periods to build relationships and/or better understand how to approach particular assignments
- Required math/science study halls or writing center, if the student is, for instance, staying up late because they are getting stuck or working inefficiently
- Recommendations for more structured or differently structured study blocks (on or off campus)
- Recommendations for healthier sleep habits/patterns (on or off campus)

Responses to Total Absences

The Student Response Team (SRT) will respond to overall absences (excused + unexcused), per the Essential Elements. The SRT will use the following percentage of total required commitments to date to consider its responses:

- At 10% - full team meeting
- At 15% - acknowledgment letter of SRT concerns and supportive recommendations
- At 20% - program change through SPRC
- At 25% - all classes go P/F
- At 30% - required leave of absence

For example, if a student has missed 20% of the total required commitments at any point in the term, the SRT will likely consult with the Student Program Review Committee (SPRC) to require an adjustment to the student’s program.