Dear Parent or Guardian,

You are receiving this letter because your child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ currently has 11 or more absences and is in danger of failing those courses. CMS School Board Policy S-ATT/R states “High school students absent from eleven class periods will receive a grade of F for that particular course. This rule applies to all absences, whether excused or unexcused”. Independence High School has developed opportunities for students to make up missed seat time in order to reconcile excessive absences and allow students to receive earned credit for a course. A student will receive a grade of 59 for each course that has a passing grade but over 10 recorded absences with no recovery made. Students will have the following options for recovering their time.

* **Students make up time with the class assigned teacher**. 45 minutes of recovery will count for one absence in one class if they choose this option. Students will have the opportunity to work on assignments missed during their absence or another assignment as determined by the teacher. Please note this option is by teacher discretion.
* **Students make up time by attending recovery on Saturdays.** Students must attend 45 minutes to obtain credit for one absence in one class. We offer attendance recovery on Saturdays from 9:00am-12:00pm on the following dates. This will allow students to recover 4 class absences per Saturday recovery session. Students must be present by 9am and will not be permitted to enter late:

November 18th December 9th December 16th

January 6th January 13th January 20th

**\*\*\*Students are not allowed to have phones or listen to non-instructional videos or music from 9:00 a.m. to 12:00 p.m**

Once students choose their recovery option, they are expected to report to the mall area on time. If attempting to recover time directly with the classroom teacher, students must make arrangements with the teacher prior to the recovery time to ensure teacher availability. Students who are late, off task, or do not complete the recovery assignments to the teacher’s requirement will not be permitted to accumulate makeup time.

Students will work during the recovery session and receive one warning for talking or being off task. If students are not in compliance, the teacher dismisses the student from the session with no credit for attending. **Students who are asked to leave the session will lose the attendance recovery privilege**.

\*Please bring signed form with you to Attendance Recovery acknowledging all rules and expectations

Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_