



**Porter Ridge High School**  
Sam Basden, Principal  
2839 Ridge Road  
Indian Trail, NC 28079  
Phone 704.292.7662  
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<http://prhs.ucps.k12.nc.us>

12/01/10

Dear Parents/Guardians,

Attendance is critical to our students' success at Porter Ridge HS. According to UCPS Board of Education Policy, credit is not granted for classes when the total number of absences for a student reaches eight days for a semester long course. These absences include those that are coded excused, unexcused or suspension. Students that exceed this limit must complete Attendance Recovery in order to earn credit for a class.

Attendance in high school is based on specific class period attendance rather than day long attendance. You should have received a report card this week for your student(s). Your student's absences are listed for each period.

Listed below are the parameters in place in Union County Public Schools for Attendance Recovery. This information can be found in the UCPS High School Student Handbook, The Program of Studies for High School Students, or in the Union County Board of Education Policy Manual under Policy 4-1c.

### **High School Attendance Recovery**

1. Allow students to make up absences based upon recommendation of the principal and/or a school committee established for this purpose. Students who have a chance to pass academically, but who are in danger of failing due to absences will be the target population for attendance recovery.
2. Schools will have the flexibility to conduct recovery opportunities as needed.
3. In order to participate in this program, students must meet the following criteria:
  - Must have accumulated 8 absences or more in a class in a given semester
  - Must make satisfactory academic progress on all make up work
4. Parameters of the program are as follows:
  - Students may make up a maximum of 8 class periods with a maximum of 3 make-ups in any one class.
  - Every effort will be made to ensure that students are engaged in meaningful academic work that goes far beyond mere seat time.
  - Recovered absences do not change attendance records. (Students missing more than 13.5 days in any semester will lose athletic eligibility for the upcoming semester).
  - Once determined to be eligible to participate in the recovery program, the student may make a proposal to the teacher of the class for which absences will be recovered: Ultimately, the teacher will decide what the student must do to recover the absences. All school and school system rules and policies apply while students participate in the recovery program.
5. Computer-based instruction can be used as a means of recovering absences, provided this is closely monitored by a staff member.
6. Make-up sessions of 90 minutes are required to recover a class period.

### **Growing Possibilities...**



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7. Recovery (make-up) opportunities will be communicated to students as soon as the principal/school committee determines their eligibility for participation in the program.

8. Each school can determine the "window" of time to offer recovery, (generally 2-3 weeks).

Porter Ridge High School will offer the following recovery opportunities – these opportunities will be in place from 12/04/10 through 1/15/11.

#### **Saturday School Attendance Recovery**

- Time: Saturday 9:00-noon (12/04/10, 12/11/10, 1/08/11, 1/15/11)
- Location: PRHS Commons Area
- Classes Recovered: 2 per session

#### **Before School Recovery**

- Time: Monday- Friday 7:00-7:45 am
- Location: PRHS ISS Room
- Classes Recovered: 1/2 per session

#### **After School Recovery**

- Time: Monday- Thursday 3:15-4:45 pm
- Location: G205 (Mr. Collins) or G203 (Ms. Gautreaux)
- Classes Recovered: 1 per session

If a student has extenuating circumstances and is unable to attend Attendance Recovery or has more absences than can be recovered, he or she may request to have absences waived. The criteria used to determine whether or not to waive absences are listed in the UCPS Student Handbook on page 23. These criteria include hospitalizations, deaths in the family, and court appearances. In order to apply for an attendance waiver, a student must pick up an attendance waiver application in the main office, complete the form, and provide copies of all documentation and supporting reason(s). This information is due to the administration by Friday (1/14/11). Once all information is submitted, an Attendance Committee will meet to determine whether to accept or deny the waiver request. **Students are expected to attend all the Recovery sessions for which they are eligible in addition to requesting absences to be waived.**

If you have any questions, please feel free to contact Mr. Donovan Draughn at (704) 292-7662.

Sincerely,

Sam Basden  
12/01/10

## Growing Possibilities...