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September, 2017

Dear Parents and Guardians:

As you are aware, last year the district Attendance Committee piloted a provisional incentive program to promote consistent, daily attendance, which started at the beginning of second semester. Second semester attendance data from last year shows a dramatic decrease in the total number of student absences and tardies. In a single semester, students missed approximately 10,000 fewer school hours than they did the previous spring semester.

Feedback gathered from stakeholders regarding the incentive program has been generally positive. In an effort to continue the study, the attendance committee has recommended the high schools gather data throughout the 2017-18 school year. In an effort to gather consistent data, the incentive will remain the same as it was in second semester of last year.

Students may *choose* to opt out of their semester final exams if they meet the following criteria:

- No more than three absences in any class for a semester
- No semester suspensions

Students must also meet one of the following academic criteria:

- Minimum grade of 77% in a class, OR
- Minimum grade of 65% AND no missing assignments or assessments in the class.

Points of Clarification:

1. Students who qualify for the final exam incentive will still have the *option* of taking the final exam.
The grade will be calculated into the semester grade if it improves the final grade. These students will not have their grades lowered if they choose to take the exam.
2. The minimum grade criterion (77% in the class, or 65% and no missing assignments) must be fulfilled within five school days prior to the end of the semester or as directed by the teacher.
3. Disqualification due to suspension can take place up to and including exam days.
4. Absences for school business, such as field trips, athletic absences, or RCS testing, will not count toward the three absences. All other absences are counted the same, with the possible exception of religious holidays.
5. Every three tardies equal one absence.
6. Students can review their absences in StudentVUE. If a student reaches four absences or more in any one class they do not qualify for the incentive in any class.
7. Students who are scheduled to take the final exam and do not complete the final exam will receive an *E*. There is no make-up exam.

Sincerely,

Pasquale Cusumano

Principal

Adams High School