

## **Bigfork School District #38**

### **STUDENT**

#### **ATTENDANCE POLICY PROCEDURE**

3122P

##### Attendance Review Committee (ARC) Purpose and Process

The Attendance Review Committee (ARC) will meet with the student and student's parent to review the circumstances of the absences. The Attendance Review Committee will formulate recommendations to assist the student in maintaining regular attendance and in making up credit lost.

Recommendations will be presented to the Building Principal for review and approval. The Principal may modify the recommendation as necessary. The Principal will advise the student, parents, and the ARC of the approved plan. Recommendations concerning loss of course credit may be appealed to the Superintendent. The Principal and the ARC will monitor the student's compliance with the improvement plan. The ARC may reconvene to review a student's improvement plan for effectiveness and compliance.

##### ARC Members

The ARC will consist of three to five teachers as selected and recommended by the Principal. Membership may rotate dependent upon case load.

##### ARC Meeting Procedure

Meetings will be scheduled through the High School Secretary. Students and parents will be notified and are strongly encouraged to attend. Should the student or parent not attend, the ARC will still meet to review the attendance referral and formulate appropriate corrective recommendations.