

## **Durfee's D4 Attendance Policy**

**D4 POLICY** - In the 2021-2022 SY - on the fourth unexcused absence from a class, a student will receive a D4 or a 65 for the term. In cases where academic performance is less than 65, the actual grade for that term will be whatever numerical grade the student earned.

**BUYBACKS** - Students who are in danger of or who have obtained their 4<sup>th</sup> unexcused absence (D4) in any term can request a buyback. Students must request a buyback form from their grade office vice principal and are responsible for returning the form to the grade office once it's complete. A buy-back takes 5 consecutive days to complete. During the duration of time the student is on a buyback they must:

1. Have 100% attendance (No excused or unexcused absences)
2. Be on time to school and all classes (No Tardies and No Dismissals)
3. Complete ALL work on time
4. Show positive classroom and school-wide behavior

If the student successfully completes the agreed upon expectations, one absence will be excused and entered into their attendance record as excused (buy-back). If a student does not successfully complete the 5 days of a buyback - they can restart a new buy back at the beginning of the next school day. Students may buy-back a maximum of two absences per term. In extraordinary cases, a student with demonstrated proficiency who is in jeopardy of receiving a D4 due to the attendance policy may appeal the decision to the principal or designee. The principal's decision will be final.

**TARDIES** - Students who miss more than half of the class period will be marked absent for that class period (AT). This absence will count as a full absence in the D4 policy. Any school delays declared by the superintendent will not count as tardies for students.

**DISMISSALS** - All requests for early dismissals must be submitted in writing and given to the principal or designee at the start of the school day or, if possible, give the school 24 hour notice. Frequent or chronic early dismissals shall result in a parent - school conference to determine whether additional action is necessary.

Please feel free to contact your house office with any questions regarding the D4 attendance policy.