

Restorative Engagement

As part of our continued commitment to attendance and student success, Smoky Hill High School is dedicated to ensuring the best possible educational experiences for our students. Please contact your student's Attendance Dean at any time with questions or concerns. (A-K) 720-886-5449 / (L-Z) 720-886-5448

TARDY	
Teachers will have an independent student conference after a student has been tardy to their specific class/period more than three (3) times. All Tardies will be recorded/updated in PowerSchool by the teacher by the end of the academic day. Teachers should submit an Attendance Referral at Level 2.	
Level 1	Intervention
10 Tardies	<ul style="list-style-type: none"> ● Students will have contact with a Campus Administrator. ● Student is assigned 30 minutes in the Academic Engagement Center
Level 2	Intervention
15 Tardies	<ul style="list-style-type: none"> ● Teacher should contact the Parent/Guardian ● Teacher should submit an Attendance Referral ● Student will have a restorative conference with their Campus Administrator ● Student is assigned 60 minutes in the Academic Engagement Center. ● Any previously missed Academic Recovery sessions will be discussed during this time.
Level 3	Intervention
20 Tardies	<ul style="list-style-type: none"> ● Student will have a conference with their Attendance Dean and Parent/Guardian. ● Student is assigned 90 minutes in the Academic Engagement Center.
Level 4	Intervention
25 Tardies	<ul style="list-style-type: none"> ● Parents will be invited to an “Attendance Academy” Night, where the Attendance Team and Assistant Principal will discuss attendance policy and adress general attendance concerns. ● Student is put on an attendance tracker for two weeks ● Student can be assigned a Focused Day ● Activities Restriction (LoP) may be assigned at the discretion of their Attendance Dean.
Level 5	Intervention
25+ Tardies	<ul style="list-style-type: none"> ● Student will have a conference with their Attendance Dean and Parent/Guardian ● Student is assigned Saturday School ● Activities Restriction (LoP) will be assigned at the discretion of their Attendance Dean. ● Possible Parent escort/ shadow for a day

UNEXCUSED PRESENT

Teachers will make contact home after a student has been more than 10 minutes late to their specific class/period more than three (3) times. All **Unexcused Presents** will be recorded/updated in PowerSchool by the teacher by the end of the academic day. Teachers should submit an Attendance Referral at Level 2.

Level 1	Intervention
10 UPs	<ul style="list-style-type: none"> ● Student will have a conference with their Attendance Dean ● Student is assigned to 90 minutes in the Academic Engagement Center
Level 2	Intervention Options
15 UPs	<ul style="list-style-type: none"> ● Teacher should contact the Parent/Guardian ● Teacher should submit an Attendance Referral ● Student will be placed on an Attendance Tracker ● Student is assigned to a minimum of 90 minutes in the Academic Engagement Center
Level 3	Intervention Options
20 UPs	<ul style="list-style-type: none"> ● Student will have a conference with their Attendance Dean and Parent ● Parents will be asked to attend “Attendance Academy” to learn about our attendance system and discuss attendance concerns and ways to support their students. ● Review of Attendance Tracker and identifying roadblocks ● Students will be assigned a full day in the Academic Engagement Center. ● Dean can assign a Focused Day or a parent escort/shadow ● Activities Restriction (LoP) may be assigned at the discretion of their Attendance Team
Level 4	Intervention Options
20+ UPs	<ul style="list-style-type: none"> ● Student will have a conference with their Attendance Team (AP, Attendance Dean, Counselor, Mental Health, and Parent) ● Students will be recommended to Herd Watch

UNEXCUSED

Teachers will make contact home after a student has been absent to their specific class/period more than three (3) consecutive class periods **OR** five (5) times total. All **Unexcused Absences** will be recorded in PowerSchool by the teacher by the end of each class period. Teachers should submit an Attendance Referral at Level 2.

Level 1	Intervention
5 Absences	<ul style="list-style-type: none"> ● Student will have contact with a Campus Administrator. ● Student is assigned 90 minutes of Academic Engagement time during their planning period.
Level 2	Intervention
10 Absences	<ul style="list-style-type: none"> ● Teacher should contact Parent/Guardian ● Teacher should submit an Attendance Referral ● Student will have a conference with their Attendance Dean ● Student will be placed on Attendance Tracker
Level 3	Intervention
15 Absences	<ul style="list-style-type: none"> ● Student will conference with the Attendance Dean and Parent/Guardian ● Parents will be asked to attend “Attendance Academy” to learn about our attendance system and discuss attendance concerns, and ways to support their student. ● Student can be assigned a Focused Day or time in the Academic Engagement Center ● Activities Restriction (LoP) may be assigned at the discretion of the Attendance Team
Level 4	Intervention
20 Absences	<ul style="list-style-type: none"> ● Student will have a conference with their Attendance Dean, Counselor, and Parents/Guardians to discuss the attendance tracker and academic progress. Teachers will be notified for additional support. ● Student can be assigned a full day in the Academic Engagement Center. ● Student will be placed on another attendance contract for two weeks. ● Students can be recommended to Herd Watch
Level 5	Intervention
40+ Absences	<ul style="list-style-type: none"> ● District Attendance Letter #1 is sent ● Student will have a conference with their Attendance Team (AP, Dean, Counselor, and Parents/Guardians) ● Students will create their own attendance plan with the support of their Parents/Guardians or a Project-Based Learning opportunity will be assigned if appropriate.

	<ul style="list-style-type: none"> • Students will be recommended to Herd Watch.
Level 6	Intervention
60 Absences	<ul style="list-style-type: none"> • District Attendance Letter #2 is sent • Student will have a conference with their Attendance Team (AP, Dean, Counselor, and Parents/Guardians) • Herd Watch data is shared with the Attendance Team
Level 7	Intervention
100 Absences	<p>District</p> <ul style="list-style-type: none"> • 16.5 Years and below - District SARB Referral <p>SHH Building</p> <ul style="list-style-type: none"> • Attendance Letter #3 is sent <ul style="list-style-type: none"> ○ 16.5 Years and older - Withdrawal Process started, Withdrawal Letter#1 sent
Level 8	Intervention
2 weeks after Letter #3	<p>SHH Building</p> <ul style="list-style-type: none"> • Attendance Letter #4 is sent <ul style="list-style-type: none"> ○ 16.5 Years and older - Withdrawal Letter Sent

*This process is subject to change at any time.

*Unexcused absences that exceed our Level 3 intervention will follow the CCSD Secondary Attendance Process and CCSD Board [Policy JHB and JHB-R](#).