

Hillsboro High School

Tiered Attendance Policy

Regular attendance is essential for academic success. All absences count toward totals **except**:

- Medical appointments verified by a health care provider. (Must provide documentation.)
- School-sponsored activities.
- Funerals

A “course absence” is any missed class period.

Tier 1 – 6 Absences in a Course (Per Semester)

- Email notification to parent/guardian with attendance summary and link to this plan.
- Reminder of impact on learning and future consequences.

Tier 2 – 12 Absences in a Course (Per Semester)

- Phone call or in-person/virtual meeting with student and parent/guardian to review barriers and plan next steps.
- Attendance contract created with clear expectations and consequences, sent home for reference. Signatures are preferred but not required if direct contact has occurred.
- Student must “buy back” missed time with classroom teachers through detention or scheduled make-up time for each hour of class missed.
- MTSS team collaborates with family to identify barriers, problem-solve, and explain next steps if absences continue.

Tier 3 – 18 Absences in a Course (Per Semester)

- Students are dropped from the affected class(es).
- Credit recovery may be possible through an online course, depending on the drop date, using the Center for Distance Education at the family’s expense.
- Principal or counselor will contact student and parent/guardian to explain options for credit recovery and any necessary schedule changes or transfers