



Principal Plan: Attendance Recovery Policy-2011-2012

Every 20 hours Removes 1 Asterisk (*)

- ◆ Every 5 consecutive days of attendance = 20 hours or removal of 1 asterisk (*)
- ◆ Every 10 consecutive days of attendance = 60 hours or removal of 3 asterisk (*)
- ◆ Every 20 consecutive days of attendance = 120 hours or removal of 7 asterisk (*)
- ◆ Students attending parent nights = 3 hours;
Parents/guardians of a student attending parent nights = 2 hours each;
Maximum of 7 hours each parent night
- ◆ When a student goes to a Manor ISD educational/sponsored event, will earn 10 hours towards community service/attendance hours—Administrator approval needed prior to event attendance; student must attend entire event
- ◆ When a student does 4 hours of Community Service in Travis County (i.e.= Habitat for Humanity, Animal Shelters, Nursing Homes, etc.) 10 hours will be awarded
- ◆ When a student does 8 hours of Community Service in Travis County (i.e.= Habitat for Humanity, Animal Shelters, Nursing Homes, etc.) 20 hours will be awarded or removal of 1 asterisk (*)

Student will be responsible for:

- Picking up & keeping up with Community Service/Attendance Recovery Sheet
- Logging hours
- Getting names, signatures, documentation, and phone contact information of community service provider.

Documentation of proof **must** include the following:

- ◆ Copy of Sign in sheet from the event and/or Flyer/pamphlet signed by Manor ISD staff or Community Service provider
- ◆ 3/4 of page (minimum) essay about the event using the 5 W's of Writing or another graphic organizer—(12 font, double spaced, 1 inch margins top/bottom/left/right)

Turn in Community Service/Attendance Recovery Sheet on Wednesdays each week, with a minimum of 20 hours, to the Attendance Specialist (Ms. Lopez) between 8am-9am or 12pm-12:30pm. She will verify the documentation and submit to Ms. Cruz for final approval and asterisk removal. Update transcripts will be delivered on Fridays after 2PM.