

AMERICAN LEADERSHIP ACADEMY
ATTENDANCE POLICY
GRADES 7-12
2008-2009

NEW CHANGES

**PARENTS AND STUDENTS, PLEASE READ
THE ATTENDANCE POLICY VERY CAREFULLY**

The objectives of the American Leadership Academy Attendance Policy are to : 1) Provide students with successful learning experiences in each class: 2) Teach responsible behavior by encouraging students to be accountable for their attendance: 3) Support parent efforts in promotion of student attendance, and 4) Provide a safe, effective, and uninterrupted learning environment for each student.

American Leadership Academy support state policies which call for fairness and provide flexibility and accountability on the part of students, parents and the school. ALA believes school attendance is a student-parent responsibility which involves all three entities in order to resolve attendance concerns prior to referring attendance problems to the juvenile court system.

EXCUSING/REPORTING ABSENCES AND TARDIES

Parents may excuse absences and tardies by sending a note or calling the attendance office at **794-2226 Option 1**. An excused absence clears a student from truancy; however, it does not remove the absence from attendance records. When calling to excuse an absence or 1st period tardy, please provide a phone number where a parent can be reached if necessary to verify information. When clearing an absence or tardy with a note, parents should include the date of the absence/tardy, the date and time (if student is checking in during or after first period) the note was written, specific class periods missed (if not for an entire day), and a phone number where a parent can be reached. **Fraudulent excusing of absences and/or tardies by students/parents will result in school discipline.**

VACATION ABSENCES

We acknowledge that family vacations remain an important part of family life, and many are even educational in nature. However, a natural consequence of absence from classes regardless of the reason or inherent positive outcomes is that student learning suffers. Most student return from vacation far behind their peers who were present for the learning. We urge parents to exercise great caution in removing students from classes for extended vacations. When vacations do take place during school time, the following policies apply.

- 1- Students must pre-authorize the vacation by having each teacher sign the form.
- 2- Students must present the form to the attendance office before the vacation begins.
- 3- Students must account for any assignments turned in during the absence, recognizing that many will be available for completion only upon returning from vacation.

- 4- School administrators reserve the right to issue judgments regarding possible abuses of vacation absences, particularly in relation the ALA Attendance Policy and its outlined consequences.

OTHER

School excused absences (field trips, extracurricular activities) do not count against attendance. A parent-excused absence **does not remove the absence**.

High Attendance expectations have been shown to improve academic achievement, graduation rates, responsibility, respect, school climate, and school safety. Students who demonstrate excessive attendance problems (as defined by school, and state policy) will be subject to actions that could result in having credits(s) withheld from their high school transcript.

ABSENCES

Students may occasionally need to be absent for illness, emergencies, etc. In such cases, students may be excused but are responsible to make up any work missed. Students have the responsibility to arrange with their teachers for make-up work. Parents/guardians are advised not to check students out of school for anything other than emergencies, as a student's academics can significantly be affected as a result. If a student is truant, the student may forfeit the right to earn credit on any assignments, tests or quizzes on or due the day of the truancy.

Important: On the day the student returns he/she will have 5 school days to make up any assignments, tests, or quizzes for FULL CREDIT. After the 5 days it will up to the teacher's discretion on the credit the student will receive.

Excused Absences: On the FIFTH (5) excused absence in any single class each term, a student will need to makeup time in attendance school (one hour per Excused Absence over four) or appeal to an administrator in order to receive credit in the class.

Unexcused Absences: All unexcused absences are considered trancies unless cleared by a parent. Parents are required to excuse an absence by calling the attendance office within one week following the unexcused absence. After one week, the absence must be cleared with an administrator by parent phone or personal contact. Failure to clear unexcused absences will result in a loss of credit for the class regardless of a passing grade unless the unexcused absence is made up **one and one half hours (1 ½)** per class for Unexcused Absence.

TARDIES

Tardy—A student is considered tardy if he or she is not in the classroom when the tardy bell rings. A student who is more than 10 minutes late will be marked absent.

After **two (2) tardies** in any class, a student must attend make up sessions:

½ hour for each tardy over two

If a student fails to make-up tardies, **credit will be lost in any class with three (3) or more outstanding tardies.**

ATTENDANCE SCHOOL

Once a student has received a NC (No Credit) in a class, the student may make up time in Attendance School to have the NC removed. A student must attend Attendance School for (1/2) hour per tardy, (1) hour per Excused Absence, one and a half hour (1 1/2) per class Unexcused Absence. **Lost credit not made up by the end of the term will stand as final!**

Attendance School will start promptly at 8:00 am with the schedule set by the Administration. There will be a \$10 fee for each session and all fees must be paid prior to students attending Attendance School. In order to attend Attendance School, **a student must bring homework or a book to read. No music, cell phones, games, sleeping, or talking permitted.** Violators will be asked to leave and will not be given credit for attending the make-up sessions regardless of the time of removal. These students will not be given a refund.

ATTENDANCE APPEALS PROCESS

After accumulating five (5) excused absences; one (1) unexcused absence; or three (3) tardies in one class in a semester, students and parents may appeal in writing to the Administration office. Appeals should provide details as to why absences/tardies should not count against a student's attendance. Appeals are reserved for unusual and/or uncontrollable attendance problems (i.e., medically verifiable illness) Students who have five or more excused absences, one or more unexcused absences; or three or more tardies in a class will be expected to attend Attendance school or lose credit. The waiving of absences is rare. Appeals must be submitted no later than one week prior to the last day of the term.

CHECKING ON STUDENT ATTENDANCE

Student attendance and grades can be checked at home or work over the internet at the American Leadership Academy web site. (www.americanleadership.net) on the main page. You need to click on **SIS**. To access this information, you will need the student's I.D. number and password. If you do not know your student's information, you may contact one of the Jr. High or High School secretaries for this information.

SUMMARY

Attendance Concern

More than (1) Unexcused Absence

More than four (4) Excused Absences

More than two (2) Tardies in any class per term

Attendance Makeup

One and half (1 1/2) hours per Unexcused Absence

One (1) hour per Excused Absence

One half (1/2) hour per Tardy