

Attendance Policy

Students are expected to attend all assigned classes each day. Teachers shall keep a record of absence and tardiness. Before the end of the school day, the school shall attempt to contact every parent, guardian, or custodian whose child is absent from school but who has not reported the child as absent for the school day, to determine whether the parent, guardian, or custodian is aware of the child's absence from school.

The following are valid excuses for absence and tardiness. Missed work assignments and activities may be made up in the manner provided by the teacher.

**1. Participation in school-approved activity:** To be excused, this absence must be authorized by the lead administrator and the affected teacher(s) must be notified prior to the absence, unless it is clearly impossible to do so.

**2. Absence caused by illness, health condition, or family emergency:** When possible, the parent is expected to notify the school office on the morning of the absence and send a signed note of explanation with the student upon his or her return to school. Such circumstances must present a grave and clear danger which could result in irremediable harm or immediate disaster.

**3. Absence resulting from disciplinary actions or short-term suspension:** Students who are removed from a class or classes as a disciplinary measure, or students who have been placed on short-term suspension, shall have the right to make up assignments or exams missed during time they were denied entry to the classroom.

**4. Excused by lead administrator:** The lead administrator may excuse absences on a case-by-case basis.

Extended Illness or Health Condition

If a student is confined to home or hospital for an extended period, the school shall arrange for the accomplishment of assignments at the place of confinement whenever practicable. If the student is unable to do his or her schoolwork, or if there are major requirements of a particular course that cannot be accomplished outside of class, the student may be required to take an incomplete or withdraw from the class without penalty.

Excused Absence for Chronic Health Condition

Students with chronic health conditions which interrupt regular attendance may qualify for placement in a limited attendance and participation program. The student and his or her parent shall apply to the School Administrator or his or her designee, and a limited program shall be written following the advice and recommendations of the student's medical advisor. The recommended limited program shall be approved by the School Administrator or designee. Staff shall be informed of the student's needs, though the confidentiality of medical information shall be respected at the parent's request. Absence verified by a medical practitioner may be sufficient justification for home instruction.

### Unexcused Absences

1. Each unexcused absence shall be followed by a warning phone call to the parent of the student.
2. When a student evidences repeated truancies, a conference shall be held among the parent, student, and the Lead Administrator or his or her designee, where they shall consider adjusting the student's program or engaging in family counseling.
3. If the above action fails to correct the truancy problem, the student shall be declared a habitual truant. The lead administrator shall interview the student and his or her family and prescribe corrective action, which may include expulsion, and/or filing a complaint against the parent/guardian or other person responsible for the care of the child in a court of competent jurisdiction. A student who has been expelled for attendance violations may petition the Board for reinstatement. Such petition may be granted upon presentation of a firm and unequivocal commitment to maintain regular attendance.

Students are expected to be in class on time. When a student's tardiness becomes frequent or disruptive, the student shall be referred to the School Administrator or his or her designee. If counseling, parent conference, or disciplinary action is ineffective in changing the student's attendance behavior, he or she may be suspended from the class.

All sanctions imposed for failure to comply with the attendance policies and procedures shall be implemented in conformance with state and Charter School regulations regarding corrective action or punishment.

### Policy History:

Adopted on: April 15, 2021

Revised on:

Reviewed on: