

Attendance & Tardy Policy

Updated April 2011



As stated in the Parent, Student & School Compact, attendance and academic success are highly correlated; therefore ATHS adheres to a strict attendance and tardy policy. We believe that this will not only improve student achievement, but also better prepare our students for their future occupations.

Tardy Policy

Educational time is valuable and students that arrive late to class unfairly cause the teacher and other students to lose some of this valuable educational time. As a result, we are committed to encouraging students to arrive to school on time and we have instituted the following tardy policy:

1. Students arriving late to class must sign into the office and obtain a tardy pass. Students will be counted tardy to school regardless of the reason.
2. Students can be tardy to a class three (3) times without penalty if the tardy is less than 15 minutes. For EACH tardy after three (3), students are required to make-up ALL accumulated tardy time. If all tardy time is not made-up, then the student will not receive credit for the class. (Warning: If a student has decided to not make-up the time for a given class, they must still attend the class in order to receive credit for their other classes. ALL students must be full-time students at ATHS [attending a minimum of 3 classes]).
3. If a student is tardy more than 15 minutes for any reason, then the time must be made-up in order to receive credit for the class.

It is the ultimate responsibility of the student to adhere to the policy stated above.

Signing-Out Policy

Students that sign out early for the day will be required to make-up all accumulated time due to their departure. This policy and procedure is similar to the **Tardy Policy** and carries the same consequences.

Absence Policy

By law, students are expected to attend at least 90% of each class session, within each block, in order to receive course credit. Students that are absent are expected to make up the coursework during the same week they were absent. This ensures that the student's grade will not be affected due to late work. If a student accrues 2 to 3 absences, depending upon the time in the block, the student will be required to meet with the Administration to further define the consequence of additional absences. Additionally, if a student accrues **six absences**, he or she *may not* receive credit for the course and may be withdrawn from the school. If a student is withdrawn from the school, he or she may re-enroll the following block if space permits, and then continue his or her education.

Excessive absences will result in the student being placed on an Attendance Contract, which may include mandatory detention (or study hall). If a student fails to put forth the appropriate effort, then the contract will be deemed void. Parents and guardians are expected to contact the school when their child will be absent.

Attendance Policy Appeal Procedure

If an extended absence should occur due to **illness, a medical emergency, death in the family, or an extenuating circumstance** (such as a fire or court), which would cause a student to miss a substantial amount of class time, then a meeting must be held with the student, parent/guardian and an administrator in order to outline a plan for earning credit for the classes enrolled. The student must have a history of good attendance and grades.

It must be understood that earning credit for ALL classes may not be an option.

The parent/guardian must:

1. **Contact the school during the extended absence so that communication can be established with an administrator.**
2. Obtain an *Attendance Policy Appeal* Form from the front office (all criteria must be met in order to turn in the appeal form for consideration).
3. Obtain all the appropriate documentation required for the appeal process
4. Arrange a meeting with the administration to discuss the necessary requirements for the appeal to occur. This must be done in a timely manner and before the *Attendance Policy Appeal* due dates (as indicated on the *School Calendar*).

Absence Types

Code	Description	Explanation	Will be counted against 90% required attendance?	Must complete make up work?	Counts toward the MAX of 5 Absences?
UA	Unexcused Absence	Student was absent and the parent/guardian did not call into the school – the student is considered TRUANT.	YES	YES	YES
EA	Excused Absence	Student was absent; however, the parent/guardian did call the school to excuse the absence.	YES	YES	YES, unless an <i>Attendance Policy Appeal</i> is granted.

UA and EA* Consequences

Teachers have the option of implementing a grade reduction policy for their classes when students have Unexcused Absences (UAs). This enables the teacher to reinforce the school's philosophy regarding attendance (see opening paragraph of this policy). Please refer to the following chart for recommended consequences:

Once a student has accrued six (6) UA's, they have two options:

1. Continue with the class for AUDIT and receive a NG (No Grade) instead of an F (see *Loss of Credit*) OR.
2. The teacher will lower their FINAL GRADE one letter grade for EACH UA as shown in the following table.

*Note that EAs are considered UAs if an *Attendance Policy Appeal* is not granted

Number of UA's	Possible effect on Final Grade	Final Grade Examples	
		Student with an A	Student with a C
1-2	None	A	C
3	Up to a 1 Letter Grade Drop**	B	D
4	Up to a 2 Letter Grade Drops**	C	F
5	Up to a 3 Letter Grade Drops**	D	F

**Consideration is given to past attendance history and timely completion of required assignments.

Loss of Credit

When a student loses credit due to attendance, students are still required to attend classes. As long as the student continues to attend class, they can use the audit option. During the AUDIT option, the student will not receive credit for the course and their grade is recorded as an NG (No Grade) instead of an F. A grade of NG does not effect GPA calculations. The student *must* speak to an administrator before auditing. **If a student's behavior is not appropriate during the AUDIT period or they otherwise negatively effect the classroom environment they will lose their opportunity for an NG grade, be given a grade of F and enrollment at ATHS may be revoked.**

Situation	Student Attends for AUDIT	Student Stops Attending Class
Total number of UA and EA absences exceeds 5	NG	F

Policy Acceptance

I have read the attendance policy as outlined above and understand that failure to follow this policy may result in loss of credit or enrollment at ATHS. I also agree that a student's grade may be lowered if he or she accumulates three (3) or more UA's as outlined above.

I further understand, that if my student misses the first four (4) days of a new block, he/she will be dropped from his/her current schedule, and may (based on enrollment levels) be allowed to re-enroll in other classes for that block. Additionally, if he/she is absent for 10 consecutive days he/she will be withdrawn from ATHS and must re-enroll the following block, if space permits.

Student Signature	Date	Parent/Guardian Signature	Date
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NOTE: Please contact the school if an extended absence should occur. Limited adjustments to the above policy can be made to accommodate your student -- this is called an *Attendance Policy Appeal* -- see page 1 for further information.