

Eliada Academy
Attendance/Lateness Procedures

Eliada Academy believes that regular school attendance is essential in order for a student to meet his/her treatment and educational goals, that experiences which occur daily in the classroom are necessary components of the learning process, that time lost from class is usually irreversible in terms of opportunity for instructional interaction, and, therefore that each student should attend school every day. Eliada Academy also believes that that the primary responsibility for regular attendance resides with the parents/guardians and the individual student.

- I. In order for an absence to be excused it must, upon a showing of satisfactory evidence, be a lawful absence.
 - A. Lawful Absences:

Students are expected to be in attendance for each day of the Eliada Academy school year, which usually average 190 days for the academic year and 40 days for the summer session. Basis for excusable absences are:

 1. Illness or injury prevents the student from being physically able to attend school.
 2. The local health officer or the State Board of Health orders isolation of the student.
 3. The student is absent due to the death of a member of the immediate family.
 4. The student has a medical or dental appointment that could not be made outside of the school day. Advanced notice and approval is required from either the principal or case manager.
 5. The student's attendance is required for court proceedings.
 6. The student has obtained prior approval by the principal to be absent due to the observance of an event required or suggested by the religion of the student or the student's parents/guardian.
 - B. Unlawful Absences:
 1. Unexcusable absences include all reasons not listed above.
 2. Truancies are any unexcused absences with or without the knowledge or approval of the parent/guardian and case manager.
- II. **Immediate discharge** from Eliada Academy may be considered if any of the following exist:
 1. Student is absent from Eliada Academy for five consecutive days without prior approval from the principal and case manager.
 2. Student's medical condition necessitates long term medical care that may prevent participation in the program.
 3. Excessive tardiness, which will be considered on an individual basis.
 4. Student has been absent for 12 cumulative days (lawful or unlawful) in any course in a semester (excluding summer session). *When a student has accumulated six absences in one semester, a letter will be sent to the parent/guardian restating the expectations for attendance and notifying them that he/she may be in violation of the Compulsory Attendance Law. The community support agency will be notified at this point and thereafter. If absences continue to 10 cumulative days in any semester (excluding summer session), the appropriate authorities will be notified, as well as an additional*

letter to the parents explaining that two more absences, 12 total (lawful or unlawful) may result in discharge from Eliada Academy.

- III. If a student is a community student, communication via email or a note with the principal, assistant principal, or case manager is required when the student returns to school following an absence. If this does not occur, the absence will be considered unexcused.
- IV. A student must be in school for one-half the class period and/or one-half the school day to be counted as present.
- V. Students are considered present in school when in attendance at the following:
 - 1. Assignment to in-school suspension.
 - 2. Field trip initiated by Eliada Academy
 - 3. Special school events, which may require early dismissal from school.
- VI. As soon as a parent/guardian anticipates a student's extended absence because of a severe, prolonged or chronic illness under a physician's care, the parent shall notify the principal, assistant principal or case manager. If the student makes a good faith effort to complete assigned work under these conditions, days missed will not be counted against the student. This arrangement shall be made only on the advice of an attending physician.
- VII. Students failing to meet attendance requirements may not be promoted or receive necessary credits.
- VIII. Students are expected to arrive on time and remain in school the full day. Tardies and early dismissals cause students to miss important information and are strongly discouraged. Five unexcused tardies or five unexcused early dismissals will be equated to one day of absence. Following are the consequences for unexcused tardies:
 - 1st unexcused tardy = verbal warning
 - 2nd unexcused tardy = silent lunch
 - 3rd unexcused tardy = morning or afternoon detention.If after the third unexcused tardy, additional tardies occur, there will be consequences implemented based on the individual student.
- IX. Students may make up work for all excused absences. In the case of unexcused absences, the student will be allowed to make up missed work based on individual teacher discretion.

*Any exceptions to the above stated procedures will need to be approved by the Education Director.

Student Signature / Date

Guardian Signature / Date

01/08