

NEW VISIONS ACADEMY



2013-2014

Attendance Policy & Procedures

WHAT STUDENTS AND PARENTS NEED TO KNOW:

- Students can have no more than (5) absences per semester before a student can be asked to withdraw from school.
- Students should not be absent from school on a regular basis. Being absent from school should be a rare occurrence.
- A student is counted absent if they are not in their assigned classroom at the start of class.
- Excused and Unexcused absences count toward the students limit of (5) absences.
- Parents should not regard excused absences as a way to “erase” a student’s absence.
- Absences cost the school money
- Absences should be reported

STUDENTS! You cannot afford to take school for granted. GOOD attendance is your responsibility!

Help create a good rapport with New Visions Academy by following through with the school attendance policy. We try very hard to make this school a good place and want parents, students and staff to have the best possible year! Let’s work together!

ATTENDANCE POLICY

Students Responsibility:

Students must accept their responsibility for regular attendance by attending and participating in each class on a regular basis and at the assigned time.

1. Be on time.
2. Check out with the administration office prior to leaving campus.
3. Report to class first and obtain permission from the teacher to leave class for any reason.
4. Report directly and immediately to the attendance office upon arriving late to school. Students are not to loiter in cars or around campus. Have all absences excused by a parent.
5. Ask for make-up work missed for excused absences. (teacher may not give make-up work for unexcused absences)

Parents Responsibility:

Parents must accept their responsibility for their student's regular attendance by stressing the significance of the school day and the school year. Parents must notify the school when their student is absent by phone or send a note when student returns.

1. Parents should call the school before 9:00am if they know their child will not be attending school.
2. Please do not wait for the school to call you.

Teachers Responsibility:

Teachers must accept their responsibility for regular school attendance by keeping accurate attendance records and by providing engaging and meaningful educational experiences for the students.

Administrators Responsibility:

Administrators must accept their responsibility for regular school attendance by enacting and enforcing clear attendance policies.

1. School office will call parent(s) no later than 10:00am to make sure that the parent is aware of student absence.

Approved/Unapproved Absences

Approved absences

1. Short term personal illness (1-2 days)*See details below for what is considered excusable illness
2. Long term illness (3+ days) – illness must be verified by a doctor with a written note from doctors office.
3. Family emergency: Serious illness requiring hospitalization of an immediate family member or death of an immediate family member.
4. Professional appointment that cannot be arranged before or after school. Must provide written note from the professional.
5. Court Subpoena/Juvenile Court hearings.

Examples of Unapproved Absences

1. Any absence from school including any single period absence from any class/activity for which the student is normally scheduled.
2. Out of school suspension.
3. Missing the Bus.
4. Oversleeping.
5. Oversleeping as a result of having to work late.
6. Vehicle difficulty/Running out of gas
7. Not being able to find shoes/backpack, etc.

APPROVED ILLNESS

1. Student should stay home if symptoms are contagious due to high fever.
2. Student should stay home if symptoms are causing excessive pain.
3. Student should stay home if experiencing uncontrollable vomiting and diarrhea due to illness.

Students who's symptoms are non-contagious and do not require pain management should make every effort to be at school.

Sign Out Procedures During the School Day

If a student leaves during the school day, s/he must first sign out through the attendance office. Failure to do so will result in disciplinary action.

A student may sign out only if:

1. A parent/guardian has made arrangements PRIOR to the student leaving campus by phone or a note is presented to the office. A note must include a phone number for verification.
2. A student is ill and the office obtains permission from parents/guardian.
3. A parent/guardian comes in person to sign the student out.
4. A verifiable appointment card for medical treatment, dental treatment, or a court summons is presented.
5. A school administrator has determined the student should go home due to illness; the parent(s)/guardian has been contacted and approved the student leaving campus if they are unable to come to the school and pick up the student.

Consequences for Unexcused Absences/Truancy/Excessive Absences

Truancy is the deliberate missing of one or more class periods without the expressed permission of the parent/guardian. If a parent/guardian does not call the school or send a note as required, the student will be considered, by default, truant. Students under the age of 16 years may be cited for truancy as a disciplinary measure. Truancy will result in being withdrawn and loss of credit. May result in removal from classes and/or referral to probation department for truancy and/or incorrigible child.

Legal consequences for Truancy -

- Letter from the City Prosecutor
- Citation by the Cottonwood Police Department
- Further Law enforcement intervention; possible fines and incarceration

A process for appealing loss of credit is available.

Absence Reporting Procedure

WHAT WE WILL DO WHEN A STUDENT IS ABSENT:

If we do not get a call from the parent of an absent student explaining the reason for the absence, we will-

ABSENCES 1 & 2 - call parents at home or work or, if necessary, visit the home.

ABSENCE 3 - bring student into office to conference with parent via phone.

ABSENCE 4 - send a letter home explaining that the student is reaching the limit of allowable absences.

Parent response will be required.

ABSENCE 5 - meet with parents to place student on attendance contract.

ABSENCE 6 - request withdrawal of students without credit being awarded.

APPEAL PROCEDURE

If a student is denied credit for classes due to absence, he/she may request an appeal hearing by contacting the administration office. The student who is going through the appeal process is expected to attend all classes for a minimum of 20 consecutive school days before appeal will be considered. A meeting with the student, parent(s), and school staff should convene soon following.

TARDY POLICY

A student is considered tardy if not in their assigned seat by the start of class. NVA teacher consider students tardy if the students come unprepared to class and need to get anything or leave the classroom for any reason.

Consequences:

2 Tardies: Warning

3 Tardies: One Detention Period

4 Tardies: Two Detention Period

5 Tardies: Three Detention Periods with possible 1 day suspension*

*1 Day suspension will count against the (5) allowable absences

SUSPENSION POLICY

Students who are suspended are responsible for completing assignments during their suspension. Credit for the completed work will be awarded only at the discretion of the teacher and administration. It is the student's responsibility to submit all work.