

HANDBOOK

ATTENDANCE

One of the most important factors in achieving academic excellence is attendance. Therefore; perfect attendance is awarded annually by the headmaster. Students in all grade levels should strive for perfect attendance. Absences are always detrimental to a student's achievements and students are expected to be in attendance with exceptions being made for illness, family emergencies, educational programs, and school sponsored events. It is important to note that there is no possible way to substitute for a missed classroom experience. Whenever possible, please make dental and medical appointments after school hours or on Fridays. Students are allowed 5 absences per semester or a total of 10 before Friday school begins. Friday school is \$30 per child. **Students with 28 absences or more will have summer school.**

In order for a student to receive credit for a course, he must not exceed 10 absences for a yearlong course or exceed five absences for a semester course. If a student accumulates five (5) absences or (3) absences for a semester course, a notice will be mailed to his/her parents.

When a student returns to school after an absence, he must bring a written excuse signed by a parent, guardian or doctor to the school secretary. In the case of an extended illness, the excuse should contain the appropriate dates and be signed by a doctor.

The decision as to whether a student is excused or unexcused for being absent is left to the discretion of the headmaster and the Board.

Students must be present for four (4) periods in order to participate in any extracurricular activity. Exceptions must have prior approval of the headmaster.

An extended illness, more than one (1) week, requires a physician's statement in order for the time missed to be considered on the 10 – Day Absence Regulation. This doctor's excuse must be turned in to the office upon returning to school.

In Grades 1-6, attendance will be based on daily attendance. Students must be present at least half of the day (until 11:30 AM) in order to be counted present.

In Grades 7-12, attendance will be kept by each teacher by class periods. Students must not miss a class in excess of 10 times in order to pass the class. Therefore, it is very important that valid excuses are presented for early dismissals and late arrivals as well as "all day absences."

Students with excused absences will be allowed to make up work in a time frame as discussed by the classroom teacher at that teacher's convenience. It is the responsibility of the student to seek and secure all assignments and materials, which were missed during the absence. All assignments which were announced prior to the absence are due when the student returns.

A student transferring to Andrew Jackson Academy during the school year will be subject to the same attendance rules. If a student has exceeded the (5) five/(10) ten day rule, he/she may appeal to the Board of Directors.

All absences excused or not, must not exceed the ten (10) day limit. Semester absences may not exceed five (5) days. An appeal may be made to the Board of Directors whose decision will be final.

TARDIES

Students are expected to be early or on time for each scheduled class. Students who are tardy for school must report directly to the school office. In order for a tardy to be excused, the student must bring a written excuse from a parent or guardian on that day. Three unexcused tardies per semester will result in Friday School. A letter will be sent home for the child and parent to sign and fill out.

When the period begins, students should be in their seats and ready to begin work. 3 times written up: 6 times ISS: 9 times OSS and receive 0 in all classes for the day.