



## ATTENDANCE POLICY

**Class attendance is a basic requirement for academic success and earning credits steadily toward graduation.** Classroom instruction and discussions are important parts of each course. When a student misses class, that part of the instruction cannot be replaced. Attendance is an important component of learning. In an adult world, good attendance at work is also expected and required. Parents have an interest and responsibility to help the school ensure their students' attendance.

### **Thornton Academy defines excused absences for the following reasons:**

1. Personal Illness
2. An appointment with a health professional that must be made during the regular school day
3. Observance of a recognized religious holiday when the observance is required during the regular school day
4. A family emergency
5. A planned absence for a personal or educational purpose that has been approved in advance

Thornton Academy has adopted clear guidelines regarding school and class attendance. All students are expected to arrive at school on time and attend all assigned classes every day.

### **School Attendance**

The warning bell will ring at 8:30; Block 1 will begin promptly at 8:35 a.m. Daily attendance is noted on student report cards. Students who arrive after 8:35 must check in at the Attendance Office and will be marked "tardy."

### **When a Student Is Absent**

- A parent/guardian **MUST** call the Attendance Office the day the student is absent and leave a message with the Attendance Office.
- Absences must be called in by 12pm (noon) the day of the absence. If notification is not received, the student will be listed as "absent unexcused."

- In order for the absence to be excused, it must fall under one of the Academy's definitions of excused absences (above). Parents/guardian must provide a written reason by note or email to the class dean for the absence.
- No corrections will be made after 48 hours and the absence may remain unexcused. Messages are received 24 hours a day, 7 days a week. Unexcused absences will result in a grade of 0% for the day and may result in consequences outlined in the handbook. Parents/guardian will be contacted regarding unexcused absences.

### **When a Student Is Tardy**

- A parent/guardian **MUST** call the Attendance Office before the student checks into school.
- Parents/guardians must provide a written reason by note or email to the class dean for the tardy. For the tardy to be excused, it must fall under one of the Academy's definitions of excused absences (see above). If this is not provided, students will not be allowed to make up any work in the class that was missed, including tests and quizzes. The student may also receive additional consequences, such as detention. Tardies exceeding 50% of the block count as a full block towards a student's absenteeism count.

### **Dismissals**

A student must have permission from a parent/guardian to leave campus. A parent/guardian must call or email the Attendance Office prior to the dismissal time. The student will receive a pink dismissal slip, and should check out through the Attendance Office upon leaving. Students are not allowed to leave and then have a call placed afterwards.

### **Attending Class**

A student cannot be excused or released from any class or study hall without a pass. Teachers take attendance each block and record any absences and tardies. Class attendance record will be part of a student's final grade.

### **Make-Up Work**

Students will have up to one week from the day of return from an excused absence to make up work for any missed classes. Students cannot make up work from an unexcused absence. Unexcused absences include class cuts, truancy, absences or tardies without parental notification and documentation.

### **Planned Family Vacations**

Students must complete a form prior to the dates of vacation and return the form to the Deans Office. If this form is not submitted to the Deans Office prior to the dates of the

planned absence, those days will be logged as unexcused and the student will not be able to make up any work missed.

### **Extra-Curricular Activities**

Students must attend school or have an excused absence on the day of any extracurricular activity in order to participate in the activity. Any appeals should be discussed with the class dean, coach/advisor, and Director of Student Activities.

**To reach the Attendance Office:** Call 282-3361 and press 1

**To reach a class dean:** Call 282-3361, ext 4442

## **CONSEQUENCES FOR INDIVIDUAL ATTENDANCE INFRACTIONS**

**Unexcused Absence (Truancy):** Unexcused absences may result in a grade of 0% for the day and one point off the quarter grade. Parents will be contacted regarding unexcused absences.

1<sup>st</sup> Offense: One (1) Friday detention (assigned by the dean, served on Friday for 2½ hours; failure to serve will result in an out-of-school suspension the following academic day), parental, teacher and guidance notification

2<sup>nd</sup> Offense: Two (2) Friday detentions; parental, teacher and guidance notification

3<sup>rd</sup> Offense: One-day out-of-school suspension, and a conference with parent/guardian  
Continued absence from school may result in an administrative truancy intervention.

**Unexcused Tardy to Class:** All Offenses: A one-point deduction from the quarter grade and parental, teacher and guidance notification. A teacher detention may also be assigned.

### **Unexcused Tardy to Study Hall:**

1<sup>st</sup> Offense: Office detention (assigned by a dean, served on Tuesday through Friday for one hour; failure to serve results in automatic Friday detention and parent/guidance notification)

2<sup>nd</sup> Offense: One (1) Friday detention, parental, teacher and guidance notification

3<sup>rd</sup> Offense: Two (2) Friday detentions, parental, teacher and guidance notification.

Please note that excessive tardiness may lead to a parent/guardian conference and/or result in further disciplinary action.

### **Not checking in (tardy to school) and not checking out (dismissal from school):**

1<sup>st</sup> Offense: Office detention, parental, teacher and guidance notification

2<sup>nd</sup> Offense: One (1) Friday detention, parental, teacher and guidance notification

3rd Offense: Two (2) Friday detentions, parental, teacher and guidance notification

**Class Cut**: Class cuts will result in a grade of 0% for the day and one point off the quarter grade.

1st Offense: Office detention, parental, teacher and guidance notification

2nd Offense: One (1) Friday detention, parental, teacher and guidance notification

3rd Offense: One-day out-of-school suspension, parental, teacher and guidance notification

**Leaving Campus:**

1st Offense: Friday detention, parental, teacher and guidance notification.

Other offenses: May result in an out of school suspension or conference with parent/guardian. Please note that leaving campus during a class may also result in loss of credit.

**IN CASES OF MULTIPLE ATTENDANCE INFRACTIONS**

Any student who accumulates 12 absences in a year-long or 7 absences in a semester-long course (excused or unexcused) will not receive credit in that class towards graduation. Each semester of a 2-credit class will be treated as a yearlong course as it relates to this attendance policy. A tardy or dismissal that is more than half of a block will also count as an absence. A student who loses credit can stay in the class and earn a grade for the transcript. Students who continue to miss class may be removed per the discretion of the deans and the administration.

A student may appeal this provision within five (5) days of being notified of the loss of credit. Appeals must be initiated by the student or a parent. The appeals committee will be made up of the dean, guidance counselor and Associate Head. Parents/guardians will be encouraged to attend the appeals session. Documentation of the reasons behind the accumulative absences will be required before any appeals are considered. The committee will make a recommendation as to whether the student receives credit. The dean will make the final decision in consultation with the Associate Head. Results of the appeal will be placed in the student's cumulative file. Only absences with documented reasons will be considered in the appeal and these reasons need to fall under the list of excused absences as defined by Thornton Academy.



## ATTENDANCE POLICY PROTOCOL

### YEAR LONG CLASS

	Classroom Teacher	Guidance Counselor	Class Dean
Quarter 1	Call parent at 3 total absences. Fill out Google form for student at 3, 6, 9, 12 absences.	Call parent at 6 total absences. Communicate home as needed.	Call parent at 9 total absences. Communicate home as needed.
Quarter 2	Call parent at 6 total absences (if no call made yet this year). Fill out Google form for student at 6, 9, 12 absences.	Call parent at 9 total absences. Communicate home as needed.	Track student weekly. Communicate home as needed.
Quarter 3	Call parent at 9 total absences (if no call made yet this year). Fill out Google form for student at 9 & 12 absences.	Track student weekly. Communicate home as needed.	Track student weekly. Communicate home as needed.
Quarter 4	Call parent at 9 total absences (if no call made yet this semester). Fill out Google form for student at 9 & 12 absences.	Track student weekly. Communicate home as needed.	Track student weekly. Communicate home as needed.

### SEMESTER LONG CLASS

	Classroom Teacher	Guidance Counselor	Class Dean
Quarter 1 or Quarter 3	Call parent at 3 total absences. Fill out Google form for student at 3, 5, 7 absences.	Call parent at 5 total absences. Communicate home as needed.	Track student weekly. Communicate home as needed.
Quarter 2 or Quarter 4	Call parent at 5 total absences (if no call made yet this year). Fill out Google form for student at 5 & 7 absences.	Track student weekly. Communicate home as needed.	Track student weekly. Communicate home as needed.