

Challenge Preparatory Academy
"Where Learning is Experienced"
School Year ATTENDANCE and TARDY POLICY

Greetings Parents,



When students are absent for any reason it has an impact on teaching and learning. To receive the maximum benefit from school, as well as to prepare him/her for the future, each student must attend school regularly.

Georgia law requires schools to record an absence as unexcused if a note from a parent or physician is not received. It is a school goal that Challenge Preparatory Academy is following Georgia Department of Education and Georgia Accrediting Commission requirements for student attendance. To meet all attendance requirements for reporting purposes we will implement the following attendance and tardy protocols during the School Year when a student has accumulated five unexcused absences per nine-week period:

ABSENCES

If a student is absent an excuse letter must accompany the student back to school or the unexcused absence will stand. We only accept excuses for medical or family emergencies (a letter from parent, an obituary, a note from medical provider etc.).

- a. Upon the fifth unexcused absence a letter and attendance report will be sent home with the student, and the student will have afterschool detention for 1 hour.
- b. For students receiving a scholarship, on the 6th absence, a letter and attendance report will be sent home with student, to include a tuition notice that parents will have to pay for the 6th unexcused absent school day (no exceptions).

TARDIES

Classes begin promptly at 8 am., therefore students should arrive to school no later than 7:55 am in order to get to class on time. Any student arriving at school at 8 am is considered tardy. Teachers will not have discretion to change a tardy because students use badges to check into school, and it is this report that will be used to calculate tardies.

- a. Ten (10) tardies is the equivalent to 1 school day.
- b. If student will be tardy a letter, text message or phone call stating the reason for the tardy must proceed and/or accompany student to school or the tardy will not be excused.
- c. If a student has 5 tardies on the 6th tardy the student will serve afterschool detention for 1 hour.
- d. For students receiving a scholarship, on the 6th tardy, parents will have to pay for a half-day of school (no exceptions).

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REFERRAL TO EXECUTIVE COMMITTEE

- After a maximum of ten unexcused absences per semester, a mandatory parent/teacher conference will be required.

In the event that absences/tardies continue, the matter will be referred to the executive committee when:

- Upon the 11th unexcused absence and the 20th tardy the principal will refer the matter to the executive committee for possible consideration of other actions that may be best for student's academic success.

EXCUSED ABSENCES PROTOCOLS

When a student returns to school from an excused absence, it is the student's responsibility to make arrangements with the teacher to make up work. The following shall constitute an excused absence (written verification from parent or physician required):

- Illness or injury.
- Quarantine.
- Death in immediate family.
- Medical or dental appointments.
- Court or administrative proceedings.
- Religious observance.
- Educational opportunity (written request and written approval must be secured in advance from the principal).
- Hazardous weather.

UNEXCUSED ABSENCES

- A student's absence from school for any reason other than those listed under Excused Absences shall be considered an unexcused absence.
- It is understood that all **work missed** during an absence must be completed within the same number of school days the student was absent. Excessive, unexcused absences affect a child's progress & learning, which could affect a student's **promotion** into the next grade.
- To be promoted a student must have a 75% GPA in all core classes (Math, English/Language Arts, Literature, Science/STEM, Social Studies/History). High School Students must meet the required seat time as well.
- **Grades** will not be modified or changed, and zero's will be recorded as the grade if the student does not complete the work according to above protocol (no exception).

EXTRACURRICULAR ACTIVITIES

- If student is identified as chronic tardy or absences, he/she will not be able to participate in extracurricular activities before or after school.
- Upon improvement students will be allowed to participate.

Signature: _____ **Date:** _____