GENERAL ATTENDANCE POLICY CONTRACT

A student is allowed four excused absences per 9 week calendar period. More than four absences may result in removal from the Alternative School Program. Whenever a student is going to be late or absent, a parent/guardian must call the Alternative School office before the beginning of school. This is a condition for enrollment. Disciplinary action will be taken if this condition is not met. If a student checks in before 10:30 a.m. or checks out after 1:30 p.m. it will be considered a tardy. If a student checks in after 10:30 a.m. or checks out before 1:30 p.m. it will be considered an absence. Three check-ins and/or check-outs equal one absence. Absences due to lack of transportation are unexcused.

A parent/guardian must see or speak with a staff member to check out a student in the ASP.

After 5 personal notes written by parent/guardian for excused absences, the ASP will require a doctor’s letter when the student returns to school for the purpose of excusing absences. Failure to provide this documentation will result in removal from the program.

TARDY/CHECK OUT POLICY

Students must be inside the entrance door before the 9:00 a.m. bell rings in order to be considered present and on time.

Students who arrive after the 9:00 a.m. bell OR CHECK OUT BEFORE 1:30 PM must be signed in/OUT in the front office by their parent or guardian.

Tardiness will result in consequences apart from all other disciplinary considerations. These consequences are as follows:

| First Tardy | No consequence | Fifth Tardy | Detention 2 Days |
| Second Tardy | No consequence | Sixth Tardy | Detention 3 Days |
| Third Tardy | Warning | Seventh Tardy | OSS |
| Fourth Tardy | Detention 1 day | Eighth Tardy | Referral for removal from the Program |

Tardies/check outs which are excused will be exempt from this policy. A tardy/check out will be excused ONLY in the following cases:

1. Presentation of a Doctor’s Letter explaining that the student was seen in the doctor’s office
2. Presentation of a document from an officer of the court documenting the student’s required presence in court or probation/parole office
3. At the discretion of the principal in extreme circumstances

Student's Signature: _____________________________ Date:______

Parent/Guardian’s Signature: ___________________________ Date:______