

# FAYETTE COUNTY ALTERNATIVE SCHOOL

## 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:

<b>First Tardy</b>	No consequence	<b>Fifth Tardy</b>	Detention 2 Days
<b>Second Tardy</b>	No consequence	<b>Sixth Tardy</b>	Detention 3 Days
<b>Third Tardy</b>	Warning	<b>Seventh Tardy</b>	OSS
<b>Fourth Tardy</b>	Detention 1 day	<b>Eighth Tardy</b>	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: \_\_\_\_\_