

# GLENDALE ADVENTIST ACADEMY ATTENDANCE POLICY

Student Name \_\_\_\_\_

Graduation Year: \_\_\_\_\_

The faculty of Glendale Adventist Academy believe that optimum learning is a result of maximum class attendance. Therefore, **AN ABOVE AVERAGE PERIOD ATTENDANCE IS EXPECTED OF ALL STUDENTS.**

1. **ACCEPTABLE REASONS** for a student's absence from a class are:

- |                                   |                                      |
|-----------------------------------|--------------------------------------|
| a. Student illness                | d. Court appearance                  |
| b. Dental or medical appointments | e. Prearranged absences (*See below) |
| c. Death in the family            | f. School-sponsored activity         |

**\*PREARRANGED ABSENCES:** Absences for any other reasons **must** be prearranged through the Registrar's Office, **one week in advance**. Submit written request (stating reason and dates to be missed) to the Registrar's Office. Student will receive a form to request homework from teachers. **See Item #2.**

2. **20% POLICY:** Students must be in class a minimum of 80% of class time. A student that is absent (excused or unexcused) for any reason 20% or more (9 absences per semester) will lose semester grade and credit in that class. All absences, except school sponsored activities, or an extended illness are included.

3. **ABSENT OR TARDY:** Excuses are accepted for **current and last week only**. A parent/guardian must **call/e-mail/fax/write to** the Registrar's office the day of the absence or submit an excuse stating the **student's full name, date** of absence, and **reason** for absence on the **first** day the student returns to school. Check school website for an optional excuse form. Acceptance of late homework is at the discretion of each teacher. Check class syllabus for specific classroom procedures.

4. **EXTENDED ILLNESS:** A physician's statement of illness must be submitted if a student has been ill three or more consecutive days, or if a student is chronically ill or unable to participate in PE for an extended period of time (three or more days).

5. **LATE ARRIVAL/EARLY LEAVE:** Students arriving at school 8:00 or later must have parent verification (call/e-mail/fax/written note) and sign-in at the Registrar's Office. Students needing to leave before 3:30 must have **prior** parent verification and sign-out in the Registrar's Office.

6. **ILL AT SCHOOL:** Students becoming ill at school are to notify their teacher and go to the Registrar's Office. If the student is too ill to continue at school, parents will be contacted.

7. **DAILY PERIOD ABSENCE LIST: IT IS THE STUDENT'S RESPONSIBILITY** to check the posted list of absences and tardies. In the event of error, student must see teacher for correction. All students receive an "attendance history" once a week.

8. **ATTENDANCE GRADE:** A grade is issued for each quarter and becomes a part of the transcript record, but NOT included in GPA. Attendance grades are based on the following table: 100 pts possible per semester; 1 pt deducted for each unexcused absence; 1 pt deducted for each 3 unexcused tardies.

Quarter: A = 0-2 unexcused period absences	Semester: A= 0-4 unexcused period absences
B = 3-5 unexcused period absences	B=5-10 unexcused period absences
C = 6-8 unexcused period absences	C=11-16 unexcused period absences
D = 9-10 unexcused period absences	D=17-20 unexcused period absences
F = 11+ unexcused period absences	F= 21+ unexcused period absences

9. **ATTENDANCE PROBATION:** Students with a quarter attendance grade of "D" or below are placed on probation (detention). Class and SA officers will forfeit their office if placed on attendance probation for a second consecutive quarter.. If a student continues on probation for subsequent quarters, student may be restricted from co-curricular classes/activities or asked to withdraw from school.

**(Other attendance procedures will be posted and/or mailed home. The school reserves the right to change procedures when and if it is necessary.)**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**