



KEILLER LEADERSHIP ACADEMY

STUDENT ATTENDANCE POLICY

Effective beginning 2018-19 school year

1.0 POLICY STATEMENT

This attendance policy is designed to elicit maximum attendance and promote positive student behaviors from Keiller Leadership Academy (“KLA”) students. Absences are disruptive to students’ ability to learn and create problems with the implementation of KLA’s school culture. Accordingly, all absences, whether excused or unexcused, have the logical consequence that the student will have to make up all missed class work. Excessive unexcused absences may result in additional consequences such as parent conferences and disenrollment from the charter school.

2.0 TYPES OF ABSENCES DEFINED.

- 2.1 **Excused Absences.** Excused absences occur when a parent knows the child is not at school and the reason(s) is/are excused by the school. The following absences are considered excused:
- a. **Doctor’s Note:** When a written, signed communication from a physician indicates that the child must stay home from school. Parent, guardian, or educational rights holder must provide a doctor’s note within three (3) school days of the first day of absence. Only the office manager is authorized to accept a doctor’s note;
 - b. **Illness:** When the child has an infection as indicated by a fever greater than 99.5° F or other illness that may be deemed contagious to the other students. A parent, guardian, or educational rights holder must provide a doctor’s note for all illness-related absences lasting more than one consecutive school day. Similarly, parent, guardian, or educational rights holder must provide a doctor’s note for all illness-related absences of two (2) days or more occurring in any ten consecutive school-day period. If a doctor’s note is not provided, the Executive Director may consider each missed day after the first day an unexcused absence;
 - c. **Bereavement:** When an immediate family member of a student has died, excused up to five (5) days per school year. Each day over five (5) school days shall constitute an unexcused absence unless otherwise determined by the Executive Director. For this purpose, “immediate family” means parents, siblings, and grandparents, including step relations (e.g., stepfather, stepsister, etc.) Parent, guardian, or educational rights holder is expected to provide some reasonable form of documentation supporting the absence. Bereavement for other close family relations may be considered on a case by case basis by the Executive Director, and determined in his or her sole discretion.
 - d. **Exceptional Circumstance:** When the Executive Director determines, in his or her sole discretion, that an exceptional circumstance exists which justifies excusing an absence. Where possible, the parent, guardian, or educational rights holder should seek permission for the absence before the student misses school, and provide a reasonable form of documentation supporting the exceptional circumstance. For example, a military homecoming/sendoff may constitute an exceptional circumstance.
- 2.2 **Unexcused Absences.** Unexcused absences occur when a parent, guardian, or educational rights holder knows that the child is not at school but the reason(s) is/are not those excused by the school. Unexcused absences also include a student being absent for any reason other than what is explicitly listed above.

Examples of unexcused absences include missing class or other mandatory school activities due to family trip or vacation, or otherwise “ditching” class.

- a. **Tardies and/or Early Pick-Ups:** Each late arrival to school (15 minutes or more late) or early pick up from school (15 minutes or more) may also be considered an unexcused absence as determined by the Executive Director.

3.0 MAKE UP WORK

Regardless of the type of absence, the student will be required to make up any work he or she missed.

4.0 CONSEQUENCES FOR EXCESSIVE UNEXCUSED ABSENCES.

Upon **ten (10) unexcused absences** in one school year or rolling twelve (12) month period, admission or enrollment consequences may be imposed.

- 4.1 Upon five (5) unexcused absences, the school will take preventative action and contact the family by telephone to determine the reasons and causes for the unexcused absences or other attendance problems. The school will try to help the family resolve the problems.
- 4.2 Upon seven (7) unexcused absences, the school will call the family to schedule an in-person meeting with a parent, guardian, or educational rights holder to discuss the unexcused absences and notify the parent, guardian, or educational rights holder that if three more unexcused absences occur, the school will regard the tenth (10th) unexcused absence as the student and the parent, guardian, or educational rights holder’s choice to voluntarily disenroll from KLA.
- 4.3 Upon nine (9) unexcused absences, a second in-person conference will be scheduled and the parent, guardian, or educational rights holder will be notified that one more unexcused absence will be considered an exercise of the parent, guardian, or educational rights holder’s choice to voluntarily disenroll the child from KLA.
- 4.4 Upon ten (10) unexcused absences, the KLA Executive Director or administration shall consider and may determine that the parent, guardian, or educational rights holder and student have acted to voluntarily disenroll the student from KLA. KLA will notify the school district of the student’s last known residence that the child no longer attends the KLA. KLA may then enroll another student, to the extent the disenrollment creates and enrollment opportunity at KLA. Upon acceptance of voluntary disenrollment of any student as a result of this policy, KLA will attempt to provide notice to the student’s parent, guardian, or educational rights holder by telephone and first-class mail that the student has been disenrolled pursuant to this policy, and that KLA will await a request for transfer of the student’s records to another school.