



STUDENT ATTENDANCE POLICY

When you are absent from school, **your parent/guardian should call the Academy office (362-3056) on the day you are absent.** Parents may call the Academy Office and leave a message 24 hours a day, seven days a week. Absences not cleared within 3 days will result in a truancy on your attendance record.

Once you have reported to school on the AOC campus, you **may not leave** without first reporting to the AOC office.

Leaving campus without permission from the office will be considered a truancy. If you become ill at school, you must go to the AOC office where you will be giving permission to leave the campus.

Absence Classification Chart			
Absence	Examples	Procedures for Parent or 18 year old Student	Make-up Work Allowances
EXCUSED	Illness, Medical Appt., Funeral, Approved School Activity, Quarantine	Note or Phone Call at time of/or within 3 days hours of absence	Student allowed to complete work with full credit in accordance with teacher's make-up schedules.
WARRANTED	Court, Verified Family Emergency, Religious Activity, Essential Family Travel, Job Interview, Funeral(not family), Community Disaster	Written note in advance...Except in Emergency Cases	Student allowed to complete work with full credit in accordance with teacher's make-up schedules
UNEXCUSED	Absence due to suspension or	Note or Phone Call at time of/or within 24	Teachers discretion regarding make-up work.

	carelessness, Driving Test, Personal, Working, etc.	hours of absence(expect for suspension)	
TRUANT	Student intentionally and deliberately failed to report to class without reasonable cause. Student leaves campus when ill without permission.		No make-up work will be permitted.

Tardies

Students who arrive late to class are considered to be tardy. Students who arrive late for any reason should check in to the office where he/she will be given a tardy slip. This tardy slip should be presented to the teacher upon entering class. Students will not be allowed to enter a classroom late without a tardy slip. Three or more total tardies will be considered excessive. Consequences for excessive tardiness:

- 1 At 4 tardies the parent will be notified of the excessive tardies by letter.
- 2 At 8 tardies the student will be assigned Saturday School*, which will be served on the third Saturday of each month, from 8:00 a.m. to 12 noon.
- 3 At 12 tardies, the student will be assigned a second Saturday School*.
- 4 At 15 tardies, the student will be considered defiant, and will be assigned a one-day In-School suspension.
- 5 At 16 tardies, the student and parent will conference with the Principal and may face the possibility of returning to the home school for the following semester.

Truancies

An absence is considered a truancy whenever, in the judgment of the Principal or designee, the student intentionally and deliberately failed to report to an assigned class or classes, without reasonable cause. According to Education Code section 48260, any student tardy in excess of 30 minutes will be considered truant. Students who are truant will not be permitted to make up any work or tests missed during the time of truancy.

Consequences for truanancies:

At four truant periods, the parent will be contacted and the student will be assigned a Saturday School*, which will be served on the third Saturday of each month from 8:00 a.m. to 12 noon.

At eight truant periods, the parent and student will conference with the Principal and the student will be assigned Saturday School*.

At 12 truant periods, the student will be considered defiant, and the student will be assigned a one-day In-School suspension. The Principal will contact parent.

At 13 truant periods, the student will be considered to be habitually truant and the Principal will make notification to a School Resource Deputy Sheriff.

At 15 truant periods, the School Resource Deputy Sheriff will take action and the student may be cited for habitual truancy.

*Failure to report to any Saturday School will result in a one day In-School suspension.

Parents are to call the AOC school office between the hours of 8:00 a.m. and 2:00 p.m. on EACH DAY OF AN ABSENCE to avoid truancy.

COLLEGE ATTENDANCE POLICY

It is important for students to have good attendance in all classes. If a student does not attend the first class session, he/she will be dropped from that class. If you miss a college class, you will most likely miss valuable information that will help you to get a good grade. Make it a goal to attend every class.