**ACE Attendance Policy**

**School Year 2015-16**

Excellent attendance is a priority in ACE. It is our expectation that students will attend school every day, stay in school, and attend all classes. In our competency-based program, attendance is critical for students to stay on top of the pace of learning in the 6 week class model. If students miss class, they miss the opportunity to earn benchmarks towards their competencies and will slow their own progress towards graduation.

In an effort to build a strong academic work ethic in our students, ACE has developed the following attendance policy which is proportionally in sync with the BHS attendance policy:

1. In a six week class, a student may have **no more than 3 unexcused absences** or they will not receive credit for the class. They will also be asked to leave the class and take it again at another time.
2. In a six week class, a student may have **no more than 6 total absences** (excused and unexcused). If they exceed 6, they will not get credit in the class and they will not be allowed to stay in the class and will have to take it again at another time.
3. If a student arrives 15 minutes or more late to class, they will be marked as having an **unexcused absence** for that class. Students should know that all teachers will be expecting students to do a learning activity, for credit, during that first 15 minutes every day. The information covered in this activity will be critical for them to understand the overall lesson in which they could earn benchmarks.
4. If a student arrives late to class (even 1 minute), they will be marked tardy. If a student accumulates three tardies within a 5 day period, **the 3rd tardy will count as an unexcused absence.**
5. If a student receives too many absences for the course to be able to receive credit and has a compelling reason(s) to account for it, he/she has a right to schedule an appeal hearing with the program coordinator and guidance counselor.

Christine Carruthers, ACE Secretary, **will be calling you on the day that your son/daughter does not show up or is excessively tardy.** You and your child will also get an email sent to you, the day after they are absent so they can keep track of their total number of absences and/or tardies.

**After the 2nd absence**, your son/daughter’s **advisor will call you** to check in to see if they can help trouble-shoot what is preventing them from being at school.

**After the 4th absence**, the **advisor will call you to set up a meeting** to come in to meet with them, Ms. Bayer, and your son/daughter to design an intervention plan.

**I understand and acknowledge the above steps as a means to help support healthy attendance habits.**

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Student Signature Parent/Guardian Signature Date

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Student Print Name Parent Print Name