

## **Liberty Charter School**

### **STUDENTS**

**3050**

At Liberty Public Charter School regular attendance and punctuality are a vital part of a student's education. Teachers implement a high level of direct teaching and interactive learning and both students and teachers are held accountable to complete a set of standards and benchmarks. These teaching techniques do not allow students to simply make up concepts missed. Additionally, Liberty's mission is to develop students who will become exceptional employees, and incorporates a school-to-work emphasis in all we do. As attendance and punctuality are essential qualifications for individuals in the workforce, so they will be for those who attend Liberty. In accordance with our charter, Liberty Public Charter School has a 96% attendance standard. Every effort and commitment should be made by students, parents and administration to ensure that students are in attendance and punctual every day. A year-round school calendar is provided well in advance to allow families to schedule activities during breaks. Students are expected to attend classes regularly.

### **ELEMENTARY (K-8) ATTENDANCE POLICY**

#### **TARDY/EARLY RELEASE POLICY**

A Tardy is: Whenever a student arrives to class more than 5 minutes late.

An Early Release is: Whenever a student leaves the class more than 5 minutes early.

Tardy and Early Release will be known as an Occurrence within the following section regarding attendance.

Any and all occurrence(s) must be signed in/out by an adult at the office to ensure accurate records and lunch counts. Students leaving and returning during the school day must be signed in and out by an adult.

Four (4) unexcused occurrences in any combination will be considered an unexcused absence.  
Four (4) excused occurrences in any combination will be considered an excused absence.

#### **ABSENCE POLICY**

**Excused absences** – The Administration and Governing Board recognize that there are special circumstances when a student may need to participate in another event or activity rather than attend class. An absence will be considered “excused” if the student could not attend class because he/she is ill. Up to two (2) excused absences will be allowed if the student is attending a funeral or wedding of an immediate family member (father, mother, brother, sister, or grandparent), and the student's parent/guardian provides reasonable evidence that this was the cause of the absence. However, the cumulative effect of regular class attendance is critical to the learning experience that Liberty Public Charter School offers, which the student misses even when the absence is excused.

**Unexcused absences** are absences due to non-school related activities, unapproved club or family events, trips or vacations, and any absences not reported to the school by a parent/guardian within two school days of the student’s return to school. Parents should schedule doctor, dentist and orthodontist appointments after school hours or during breaks. Absences for non-emergency or routine dental, medical and orthodontic appointments are considered unexcused. Off-campus lunches with parents, family or friends are unexcused.

**Sanctions**

A student receiving an unexcused absence will not be eligible to receive Citizen of the Month for the twelve-month period following the date of the absence. Any student in 6<sup>th</sup> through 8<sup>th</sup> grade receiving three (3) unexcused absences will have the grade he or she would otherwise receive reduced by one full letter grade. Students who accrue five (5) or more unexcused absences or nine (9) excused and unexcused combined absences in a school year will lose their seat.

**TRUANCY**

Truancy is defined as a student being absent for all or any part of the school day without the approval of the parent, guardian or school authorities. This includes students who are on the campus, but not in their assigned classroom. Truancies accrue for the entire year.

**ABSENCE VERIFICATION**

When a student has not arrived by 9:00 a.m., and no contact from a parent has been received, a school representative will attempt to contact parent/guardian. To have an absence excused, a parent/guardian must call or send a signed note stating the reason for the absence upon the student’s return to school. A doctor’s note is required for extended absences due to medical reasons. Three (3) or more consecutive absences will require a note from a physician, (M.D, O.D). If appropriate notification has not been received within 2 days of student’s return to school, the absence will be considered an unexcused absence. Parents whose work schedule prevents them from contacting the school during the normal school hours are strongly urged to send a note with the student, leave a phone message after hours, or email the school with an urgent message.

**Number of Daily Absences Per Year    Sanction**

3 unexcused absences	<p>Grades 6 – 8</p> <p>The semester grade that the student would otherwise receive in all classes will be reduced by one full letter grade at the third unexcused absence.</p>
5 unexcused absences or any combination of 9 excused and unexcused absences.	The student will lose his or her seat.

## HIGH SCHOOL (9-12) ATTENDANCE POLICY

### ATTENDANCE POLICY

At Liberty Charter High School regular attendance and punctuality are a vital part of a student's education. LCHS teachers implement a high level of direct teaching and interactive learning and both students and teachers are held accountable to complete a set of standards and benchmarks. These teaching techniques do not allow students to simply make-up concepts missed. In accordance with our charter, LCHS has a 96% attendance standard. **Every effort should be made by students, parents and administration to ensure that students are in attendance and punctual every day.** A year-round school calendar is provided well in advance to allow families to schedule activities during breaks.

Students are expected to attend classes regularly. Each time a student enters a class more than 15 minutes after it has started, or is absent for more than 15 minutes while the class is in session, the student will be charged with an unexcused class absence. A student arriving less than 15 minutes late will be tardy and a student leaving more than five minutes before the end of class will be charged with early release.

Four (4) occurrences, (tardy or early checkout), are treated as one (1) class absence. More than three (3) class absences during any school day, the student will also be noted as having a full day class absence.

**Excused absences** – The Administration and Governing Board recognize that there are special circumstances when a student may need to participate in another event or activity rather than attend class. An absence will be considered “excused” if the student could not attend class because he/she is ill. Up to two (2) “excused” absences will be allowed if the student is attending a funeral or wedding of an immediate family member (father, mother, brother, sister or grandparent), and the student's parent/guardian provides reasonable evidence that this was the cause of the absence. However, the cumulative effect of regular class attendance is critical to the learning experience that Liberty Charter offers, which the student misses even when the absence is excused. Students with excused daily absences or excused class absences (in the same class) of 9 per year may be required to meet with the Governing Board

**Unexcused absences** – absences due to non-school related activities, club or family events, trips or vacations, and any absences not reported to the school by a parent/guardian within two school days of the student's return to school will be considered unexcused. Parents should schedule doctor, dentist and orthodontist appointments after school hours or during breaks. Absences for non-emergency or routine dental, medical and orthodontic appointments are considered unexcused. Off-campus lunches with parents, family or friends are unexcused.

### HIGH SCHOOL

#### Number of Period Absences per year    Sanction

3 unexcused absences	The semester grade that the student would otherwise receive is reduced by one full letter grade at the third unexcused absence.
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5 unexcused absences or any combination of 9 excused and unexcused absences.	The student will lose their seat.
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**Effect of School Day Absences** – If the student has the indicated number of general school day absences (as described above) in a year, then in addition to any sanction for class absences, the student is subject to the following sanctions:

<b>Number of Daily Absences per year</b>	<b>Sanction</b>
3 unexcused absences	The semester grade that the student would otherwise receive in all classes will be reduced by one full letter grade at the third unexcused absence.
5 unexcused absences or any combination of 9 excused and unexcused absences.	The student will lose their seat.

**STUDENTS WITH A HISTORY OF POOR ATTENDANCE**

If a student accumulates an excessive number of absences over two or more years, the student may lose his or her seat.

**MAKE-UP WORK**

- Students will be allowed 2 days make-up time for each excused absence to make up new material.
- Students are responsible to make arrangements for make-up work, assignments and tests upon his or her return to class.
- It is the responsibility of the student to check with the teacher about any new assignments or tests that may have been announced during an absence from class.
- Except in extenuating circumstances, assignments or tests that are assigned in advance of the student’s absence are due on the day the student returns to school unless other arrangements are made with the teacher. The student is responsible to have all assignments completed and be prepared to take any tests upon his or her return to class.
- “Assigned in advance” means the assignment or test was listed in a class syllabus, class handout, on the web, written on the board, or announced by the teacher.

To participate during the school day in extra-curricular activities a student must:

- Show written documentation that they are receiving a C or better grade in each class they will miss and that they have no unresolved behavioral referrals.
- Turn in assigned class work and take any assigned tests prior to participating and leaving school for the day unless specific arrangements have been made by a teacher.

## **TARDY/EARLY RELEASE POLICY**

All students arriving after 7:30 am must check in with the secretary in the High School office. Four (4) minutes are provided between classes. Students are expected to be in their seats ready to begin by the start of class. Students are considered tardy if they are not in the classroom when the class begins. An Early Release is whenever a student leaves the class more than 5 minutes early. Tardy and Early Release will be known as an Occurrence in this policy.

Four (4) unexcused occurrences in any combination will be considered an unexcused absence and may result in a decrease of the student's grade and/or loss of credit.

Four (4) excused occurrences in any combination will be considered an excused absence.

## **CHECK OUT/IN**

All students must check out of school with secretary in the high school office. No exceptions. Written or verbal permission from a parent guardian or persons designated on the enrollment form must be provided prior to the student leaving school. Failure to do so will result in truancy. Upon returning to school, students must check in with the high school secretary before returning to class.

## **TRUANCY**

Truancy is defined as a student being absent for all or any part of the school day without the approval of the parent, guardian or school authorities. This includes students who are on the campus, but not in their assigned classroom. Truancies accrue for the entire year.

## **ATTENDANCE AND THE DRIVER'S LICENSE**

Any student who has been verified by the school as dropped from enrollment will be reported to the Department of Transportation as per the Driver's License Policy. **(IDAHO CODE 49-303A)**

### Policy History:

Adopted on:

Revised on: 05.24.12

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