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### Attendance Expectations at the NPALC

Attendance at school is essential for school success. While at school, students are expected to be in class at all times. Continual absenteeism disrupts the continuity of learning. To that end, the New Prague ALC will use the following attendance policy:

1. 3 Absences = Letter mailed home
2. 5 Absences = Mandatory attendance meeting with parent and student scheduled. At this time an attendance contract will be developed.
3. 6 Absences = Contact by administration and letter sent home
4. 7 Absences = Loss of Credit

An absence is defined as any reason a student is not in class. **There is no 'excused' absence that exempts students from the policy.** If a student will not be in school, arrives late or leaves early, the parent or guardian will need to call the office (952-758-1745) to report on the location of the student. If a student is removed from a class or does not attend a class the student may not continue to be in school for the remainder of the day.

Any student who leaves school without permission from a parent or office approval will receive an unexcused absence and will not be allowed to return for the remainder of the day. Parents/guardians may not excuse a student for leaving the building if the office does not have prior notification that student is leaving.

A student may attempt to make up time to get credit back for time lost in class due to absenteeism. The following are ways that time will be awarded back to a student: **Spending time in school during Work Fridays OR Staying after school working with a teacher on material germane to the class. The student must have pre-approval from the teacher before the day that person will stay after school.**

Tardiness to class disrupts the learning process for both the individual and the class the student interrupts while coming in late. To that end, students that are not in class on time and miss minutes due to tardiness will be subject to the following policy: **3 tardies = 1 absence from that class period**

**NOTE: If a student is more than 10 minutes late arriving to school they will be marked absent from that period.**

### Work Fridays

Several Fridays throughout the school year are designated as 'Work Fridays' and may be used as 'make-up' days. These days will not have structured classes and students who are failing classes or have unexcused absences are expected to attend. Students can use the Work Fridays to make up lost time in a class due to absenteeism, receive extra help or additional help or satisfy various expectations that may be needed.

**I agree to the Attendance Expectations of New Prague Alternative Learning Center.**

Student Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Please indicate the best way to notify you in regards to tardiness and absences from class:**

\_\_\_\_\_ Email: \_\_\_\_\_ / \_\_\_\_\_ Phone: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_