



**Highpoint Academy**  
**2010-2011**  
**POLICIES REGARDING**  
**ABSENCES & TARDIES**



**STUDENT TARDIES:**

It is essential for all Students to arrive to school **ON TIME EACH MORNING!** In order to avoid class disruption and/or inconvenience to the teachers, the following rules will apply:

1. Students arriving at **8:15 a.m. or later** are considered late and must pick up a "Late Pass" at the office; (Students arriving during National Anthem are considered late.)
2. Students arriving to class late without a pass will be sent back to the office.
3. On the **fourth** time student arrives late to school during **ONE QUARTER:**
  - a. Student will NOT be allowed in school and Parents will be called.
  - b. Students dropped off will remain in the office until they are picked up and/or until Parent arrives and pays a **\$25.00 late fee.** Student will be assigned a Detention.
  - c. Students arriving more than five (5) minutes late to their Detention will have to serve another Detention on another day.
  - d. **Students that do not attend their scheduled detention will receive an INDOOR SUSPENSION.**

**STUDENT ABSENCES:**

- a. On the morning that student is absent, Parent must contact the school; (via phone or e-mail) and explain reason for absence.
- b. Students returning to school from an absence must bring a note from home, signed by parent, explaining reason for absence. Students that arrives to school without this note will be given a "**Detention.**" Students that do not attend their scheduled Detention will receive an "Indoor Suspension."
- c. Students should not be absent on a day that a Test is scheduled.
- d. In cases of **EXCUSED** absences, a Doctor's note is **required** and Test/Quiz will be administered the day student returns to school from the absence, (exceptions may apply.)
- e. Students that missed a Test/Quiz due to an **UNEXCUSED** absence may receive a "0" or teacher may administer the make-up Test immediately upon returning to school, at his/her full discretion.
- f. It is the student's responsibility to find out about missed assignments or study material and be prepared accordingly upon returning to school.
- g. **ALL** excused absences require a Doctor's note detailing illness/injury and an explanation.
- h. Students that are considered "Truant" may not be promoted and/or may be required to make up the days during Summer School, depending on the circumstances.
- i. All doctor/dentist appointments should be scheduled after-school. We highly discourage early dismissal unless absolutely necessary.
- j. A minimum of **170 days** of attendance is required in order for student to be promoted. (*Individual evaluations will be made for students with EXCUSED absences during the school year.*)
- k. The optional bus that will be taking students from the Main Campus to the Middle School Campus and/or the ESE Center Campus leaves at **7:45 a.m. SHARP** each morning. Bus cannot wait for students that arrive late to school.

**GOOD ATTENDANCE & PUNCTUALITY  
ARE ESSENTIAL FOR SUCCESS!**