

NORTH DALLAS ADVENTIST ACADEMY
ATTENDANCE POLICIES (08/16/2015)
2015-2016

Regular school attendance is essential for a student to make the most of his or her education. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent/guardian should make every effort to avoid unnecessary absences. NDAA seeks to have the student develop good attendance habits each year through the collaboration of parents, staff, and administration.

State law requires North Dallas Adventist Academy to maintain regular attendance and punctuality records. To receive credit in a class, a student must attend at least 90% of the days the class is offered. **According to the state of Texas, if a student misses more than 10% of instructional time in a semester, they may not receive credit for that class for that semester and could be dropped from the class.** Students seeking to apply for driver's permit or license will need to have the Principal of Academics complete a VOE (Verification of Enrollment) form which states that the student is in compliance with the state of Texas attendance requirements.

Students are expected to know and abide by the attendance policy. Students must take responsibility for knowing and handling their own attendance records and attendance grade for each quarter. Attendance grades will be reported quarterly on student report cards. Students must monitor their attendance record on Renweb and checking the Daily Attendance Report that will be posted on the bulletin board outside the Principal's Office. *Attendance will not be factored into the over-all GPA of students.*

Parents are urged to know and understand the attendance policy. Parents are expected to help their student comply with the attendance policy and develop good attendance habits. Parents should stay fully aware of their student's current attendance record and their attendance grade. Attendance records can be monitored through RenWeb.

Teachers will take record daily in each class. Teachers are urged to model quality class time management and to design class incentives for good attendance. Teachers are expected to notify administration when they become aware of a student demonstrating a pattern of poor attendance.

Administrators will keep accurate and current records of student attendance and attendance grades. Administrators will regularly communicate attendance records to students and parents through email communication, phone messages, quarterly attendance grades and communication sent home when a student reaches 2, 5, 8 absences in a class.

Daily Attendance Reports will be posted at the end of the school day. The student has 3 days to make get an unexcused tardy/absence changed to an excused tardy/absence. Absences that may be excused are: a court appearance, the death of a relative or significant other, illness/medical with a doctor's note; pre-arranged absences, or school-required activities.

TERMS TO KNOW

Excused Absence is an absence due to illness, a medical appointment, a court appearance, a funeral in the immediate family, or any other emergency approved by the Administrative Committee.

Consequences: The student will be allowed to make up school work according to the specific time frame of individual instructors as outlined in the class syllabus. These absences do count towards the 10% of missed instructional time.

School Event is an absence or tardy due to a school related activity.

Consequences: The student is able to make up all class work, and there are no further consequences.

Pre-Arranged Absence – is an absence due to a planned family outing or trip that has been pre-approved by Administrative Committee. Only one prearranged absence request is allowed per semester.

Consequences: General class work can be completed, however learning experiences such as discussions, group projects, and laboratory experiments are difficult to make up. Teachers are not expected to provide the missing work ahead of the pre-arranged absence. These absences do count towards the 10% of missed instructional time.

Semester exams not taken at the schedule time will be assessed a fee of \$100 per exam. The \$100 fee must accompany the request for the pre-arranged absence.

Unexcused Absence is an absence that does not qualify as excused, pre-arranged, or school event. This also counts for students who do not attend field trips, class trips, and whole-school events such as Community Service Days. These events are not optional and are counted as part of the instructional time.

Consequences: The student is subject to consequences outlined in the attendance grade scale found in the Attendance Policy of the Student Handbook. The student cannot make up the work. These absences do count towards the 10% of missed instructional time. Students will receive absences for each academic class they miss through 8th period.

Excused Tardy is a tardy that is out of the control of the student, such as a meeting with another staff member. The student must obtain a tardy slip from the staff member they are meeting with and present it to the teacher for whose class they are tardy.

Unexcused Tardy is a tardy that does not meet conditions for excused tardy. Three tardies in a class will equal one absence. Any tardies later than 10 minutes will equal an absence for the class and be marked as such by the teacher.

Chapel Absences and Tardies – Since this worship period is core to the mission of North Dallas Adventist Academy and short in length, being late to the worship period is counted the same as being absent.

Community Service Days are required school days. – Community service is an integral part of our citizenship and Christian calling; therefore, all community service days count as school days.

ATTENDANCE FORMULA

Unexcused tardy = 1 point per class period
 Unexcused Absence = 3 points per class period

When a student receives the following points in a quarter the following will happen:

9 points (Attendance grade of B)a formal written notice will be sent to the student and parents/guardians

18 points (Attendance grade of C)a formal written notice will be sent to the student and his/her parents; a conference with student, parents/guardians and the Principal of Academics is required prior to student returning to classes

27 points (Attendance grade of D)The Administrative Committee will determine if the student is eligible for continued enrollment at North Dallas Adventist Academy. The student and parent/guardian will meet with the Administrative Committee to determine eligibility of re-admission and to create an attendance contract for the student. If the student is allowed to remain enrolled, a \$100 re-application fee is to be paid to the NDAA Business Office before the student returns to class.

ATTENDANCE GRADES

Quarter attendance grades will be based on the following points:

A	0-2 pts	C	18-20 pts
A-	3-5 pts	C-	21-23 pts
B+	6-8 pts	D+	24-26 pts
B	9-11 pts	D	27-29 pts
B-	12-14 pts	D-	30-32 pts
C+	15-17 pts	F	33+ pts

CONSEQUENCES OF POOR ATTENDANCE

- A student will not be eligible for any elected office if he/she receives a Quarter Attendance Grade of C- or less prior to elections
- Class and Student Association officers will forfeit their office if receiving a Quarter Attendance Grade of C-
- Students involved in varsity sports must maintain a Quarter Attendance Grade of C- or above to remain eligible to play.

WHAT TO DO WHEN A STUDENT IS . . .

Late to class:

If a student is late first period, the transporting adult should come to the Student Center Office to sign the student into school and provide the documentation if tardy or absence is excused. If the student drove to school, they are to come to the office to sign in and provide appropriate documentation if tardy or absence is excused. Occasional tardies due to transportation problems or accidents on the freeway may be excused. Repeated first period tardies will not be excused.

If a student is late for another class period, because they were meeting with a staff member, they shall get a signed tardy slip from the staff member and submit this tardy slip to the teacher of the next class.

Excused tardies are not issued for students who are late from changing clothes after PE class.

Sick:

A parent/guardian should notify the school office by 8:30 a.m. that their child is sick. They may contact the office by e-mail at academicoffice@ndaacademy.org or by phone at 972.234.6322. If a student is sick for more than 3 days, they will need to present a written excuse with a doctor's signature as a proof of sickness. Although the absences are excused, the student will still need to meet with each teacher to get any assignments, readings and notes that were missed while the student was gone. This absence will count towards the 10% of missed instructional time.

Should a student become sick during the day, they should go to the Student Center Office after notifying the classroom teacher. Sick students will wait in the office until a parent/guardian can come and sign them out at the front office.

Gone from class for a doctor's appointment:

As much as possible, doctor's appointments should be scheduled before or after school. Parents or guardians should notify the Academic office of the appointment with the date and time or submit a written notice from the doctor's office when the student returns to school. Students should meet their parent/guardian in the Administrative Office and have them sign the student out. A doctor's appointment is considered an excused absence and students will be able to make up assignments. This absence will count as 10% of the missed instructional time.

Gone on a school-sponsored, over-night event (not a field trip or sports game):

Students should go to the school office and ask for a "Request for Permission to Leave" Form. It is their responsibility to complete this form with signatures of the teachers of the classes and work the student will be missing. They should also obtain the signature of their parent. This form must be submitted to the office at least one week before the student will be missing class. The Administrative Committee will meet on Monday afternoon to approve/deny each request.

The Administrative Committee will consider:

- financial clearance,
- academic grades are a C or better, and the
- student's attendance record, and if

- the absences will negatively affect their grades

If the student's previous attendance record has been poor, this may also persuade the committee to deny their petition to be absent. Students will be responsible to collect all homework and missing materials from their teachers. This absence does not count as the 10% of missing instructional time.

Gone on a family event:

Students should go to the school office and ask for a "Request for Permission to Leave" Form. It is their responsibility to complete this form with signatures of the teachers of the classes they will be missing. They should also obtain the signature of their parent/guardian. This form must be submitted to the office at least 1 week before they will be missing class.

Since this type of absence does count towards the 10% of missed instructional time, the parent/guardian should take into consideration all of the issues when scheduling an event that requires a student to miss school.