

POLICY NUMBER	POLICY SERIES			
5010	5000: Student Guidelines	EFFECTIVE DATE: 04/16/07	REVISION DATE: 6/16/08 11/16/09 4/15/13 07/21/15 10/18/16,11/6/2017 5/20/2019, 8/13/19	PAGE: 1 of 2
SUBJECT: SCHOOL ATTENDANCE				

Policy Purpose: This policy addresses school attendance.

Policy Information: Good attendance habits are beneficial to the student body. Due to the nature of Applewood Christian School (ACS), attendance is of the utmost importance. The responsibility for students attending school lies primarily with the student and his/her parents. This attendance policy encourages maximum student attendance and allows for necessary absences from school. This policy will be used to minimize absences.

- 5010.1 Parents are greatly encouraged to make medical and/or dental appointments on Tuesdays and Thursdays.
- 5010.2 Parents are required to telephone the school at 660-827-4700 by 9:00 a.m. arrangements at that time to get the Absentee Homework Assignment sheet.
- 5010.3 Students will have opportunity to make up work for unplanned absences. It is the student's responsibility to see that work is completed and turned in one day per day of absence, and must be completed prior to the end of the current quarter.
- 5010.4 If the student is sick on a Tuesday or Thursday, a note from the parent is required stating that the child was sick and could not do homework. The homework will be due the next school day after the note is presented. Students are allowed one school day for each school day they are absent to make up work.
- 5010.5 Failure to notify the School of the student's absence may result in no credit for the classes that met on that particular day.
- 5010.6 Doctor's notes may be required for absences that are two or more school days in a row.
- 5010.7 More than 6 absences in a semester will be considered excessive. If a student has more than six absences in a semester, including missing a single class more than six times, the student may not receive credit for the semester.
- 5010.8 If a student obtains an excess amount of absences during a semester or throughout the school year, the student may be prohibited from finishing the current school year, and may not be admitted to ACS the following school year.
- 5010.9 School sponsored field trips are considered excused absences from school.
- 5010.10 Written notification is required, 2 weeks prior to a planned absence and requires principal's approval. Homework is required on student's return.

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- 5010.11 Juniors and seniors are allowed a reasonable number of college visits/job shadowing days per school year. The accountability form should be returned to the office with the appropriate stamp and signature. These visits should be arranged and approved by the principal two weeks prior to the day of the college visit/job shadow. All homework needs to be handed in on time. Sophomores will be allowed one college visit/job shadow. These absences are considered excused absences.
- 5010.12 If a student misses school, he or she cannot participate in any extra-curricular activity that day, with the exception for the following
- Family Emergency
 - Planned absence with 2 weeks prior written notice and work for missed classes completed and submitted prior to absence.
- 5010.13 In order to receive an ACS diploma, seniors must be in attendance at ACS at least 60% of the day to be considered a full-time student. A waiver can be petitioned and approved by the school board.

Signed By:

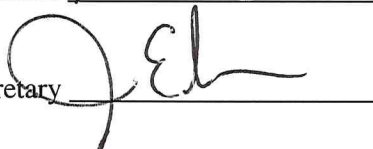
Board President



Date:

8-29-19

Board Secretary



Date:

8/29/19