CJA Attendance and Truancy Policy, AY 2022-2023
Adopted 11/30/2022

Both students and parents have attendance responsibilities. Students are required by state law to attend school each day that school is in session. Students are expected to attend each scheduled block. Parents/guardians must notify the school when their student is absent.

Students should remain home for the full day if they are ill or have the symptoms listed below, and parents/guardians must report their absence. The following symptoms require absence from school: active vomiting or diarrhea, fever/chills/generalized body aches,doctor's note requiring an individualized plan of care to stay home, diagnosis of COVID-19, with or without symptoms. Missing three or more consecutive days for illness must be cleared with a doctor's note in order to be considered excused.

- **After three absences in a semester,** the student's advisor will call home to review the attendance policy.
- **After four absences in a semester,** a social worker will meet with the family to investigate the cause of the absences and write a plan for correcting the attendance issue.
- **If the absences continue beyond four in one semester,** the principal and/or Head of School may ask the parent to plan for a transfer out of CJA at the end of the quarter.

Students must not miss more than an accumulation of four unexcused absences per semester. Exceeding four attendance violations may affect your eligibility to continue as a student at CJA. Students will not be penalized for absences due to illness and are expected to make up missed work.

Excused Absences
With proper documentation and valid absence reporting by a parent/guardian, a student's absence will not count toward the four attendance violation maximum for the following reasons:

- Personal illness or other physical disablement (should include what the doctor expects the school to do; example: medical excuse from physical education)
- Death in the immediate family
- Family emergencies
- Observance of religious holidays
- Court appearances
- Shadow days
- Certain planned absences for extenuating circumstances as approved by the Absence Reporting steps
- Unavoidable medical-related appointments (medical appointments should be scheduled outside the school day when possible)

Tardiness
Attendance is a key component of academic success, and students are expected to arrive at

school on time (7:50a) each day. By arriving on time, students have the opportunity to start their morning with breakfast, participate in their morning meeting and feel positively prepared for and connected to their class and the classroom environment. CJA reserves the right to withdraw any student with chronic tardiness (more than four unexcused tardies per quarter).

- **After three tardies in a quarter,** the student's advisor will call home to review the attendance policy.
- **After four tardies in a quarter,** a social worker will meet with the family to investigate the cause of the tardiness and write a plan for correcting the tardies issue.
- **If the tardies continue beyond four in one quarter,** the principal and/or Head of School may ask the parent to plan for a transfer out of CJA at the end of the quarter.

Make-Up Work

For any classwork and any homework assigned during excused/unexcused absences, students will have twice the number of missed school days to turn in assignments for full credit. **This applies to assignments, assessments and projects with previously announced deadlines.**

Study Hall & Saturday School Remediation

CJA reserves the right to assign Probation Study Hall and/or Saturday School to students who have any unexcused absences or tardies. If assigned, students must attend the required remediation in order to continue as students at CJA.