

Attendance Policy

Forest Lake Academy believes that the classroom experience cannot be duplicated. Every student is expected to be at school every day, on time, and prepared for class, except in the case of illness, family emergency, religious holiday, or a school-sponsored event. Parents should attempt to schedule appointments after school. Recurring medical appointments should be rotated so the student does not always miss the same class.

Because of Forest Lake Academy's concern for the academic program, the policy has been designed with three components; **Attendance grades**, **Attendance Fines**, and **Loss of Academic Credit**.

Attendance Grades

Forest Lake Academy follows a point system for daily attendance with applicable letter grades. Under this system an unexcused absence will be recorded as 3 points and an unexcused tardy as 1 point. The following represents Forest Lake Academy's grading system:

Attendance points	Grade	Consequence
0-5	A	No consequence
6-12	B	No consequence
13-20	C	Notification to student and parents
21-24	D	Loss of extra-curricular privileges
25+	F	Out-of-School suspension until fine(s) are paid

Note: Students must remain at a C grade or above in attendance to:

- Play Varsity sports
- Attend Prayer/Bible conferences
- Hold a class or SA office
- Participate in some extracurricular activities throughout the year

Attendance Fines

Students that reach and exceed 25 attendance points, resulting in an F grade, are subject to the following fine schedule:

25-39 points	\$ 25.00
40-49 points	\$ 50.00
50 + points	\$100.00

Loss of Academic Credit

After the tenth non-school sponsored absence from any class, academic credit for that class may be lost. Students in the tutoring program may be dropped from the program after the tenth absence.

All absences count toward the ten (10) absence limit per semester **except** for approved school-sponsored activities.

Note: 75 minute block periods count for one-and-one-half (1.5) absences;
45 and 30 minute periods count for 1.0 absence.

After the sixth non-school sponsored absences in the same class, a phone conference or on-campus meeting with parents/guardians and the Vice Principal for Student Services will be arranged. The goal of the meeting is to better understand the nature of the absences. Once the Vice Principal for Student Services and the parents/guardians have met, a plan will be put in place to avoid more absences in the class. Overall attendance records will be reviewed at this same time.

After **ten (10) absences**, credit for the class will be put on hold pending a hearing before the Student Services Committee. The hearing will take place at the next scheduled committee.

Note: Consideration is given to students with extenuating circumstances which include, but are not limited to, chronic health issues, family illness or death of a family member. Students with chronic illnesses may be asked to sign an academic contract to ensure success.

Absences

Forest Lake Academy reserves the right to declare an absence excused or unexcused. A doctor's note for any illness related absence may be required. On the school day students return from their absences, they are to report to the Attendance Office and resolve the absences from classes.

Excused Absences

By Florida state law, only the following reasons constitute excused absences: illness, death of immediate family member, or religious observation. Parents must call the Attendance Office by 8:00 AM each day the student is absent. Upon returning to school after being absent, students must present a written explanation to the Attendance Office listing:

- Student's name
 - Date(s) of absence
 - Reason for absence
 - Signature of parent and telephone number where parents may be contacted for verification.
- This note is required in addition to the required phone call(s) to the Attendance Office

After following the outlined procedure, the Attendance Office will issue a Class Admission Pass which allows students to return to class.

School-sponsored Absences

Absences due to school-sponsored events, such as athletics; music tours; and field trips, are excused. Students involved in an approved school-sponsored activity will be allowed to make up all class work. Students are encouraged to make arrangements to make up their class work before leaving.

Note: Students actively involved in athletics, music ensembles and other school-related activities must understand that long practice hours and possible late night activities do not relieve responsibility for being at school, attending classes, turning in assignments on time, or taking tests when scheduled. Students should not miss class(es) on the day they plan to participate in these types of school-related activities.

Non School-sponsored Absences

These absences may or may not be excused.

Pre-Arranged Absences

Forest Lake Academy expects that students and parents plan trips during school vacations. If families choose to have students miss school for any reason, students and parents must complete the following items:

- A written request that includes the reason classes will be missed, dates and times of absence(s), and a parent/guardian signature.
- A *Pre-arranged Leave Form* must be completed, including signatures of teachers whose classes will be missed, work supervisors, and deans (for residence hall students). Signatures do not grant automatic approval of a request or allow the student to receive assignments.

Note: Forms are available in the Attendance, Administration, and Deans' Offices or on the website.

Unexcused Absences

No work is accepted and no work may be made up if the absence is unexcused. The students will receive a "zero" for the day's work. Absences are expected to be excused the day of return to school, at which time the make-up policies above go into effect.

Tardy Policy

Because punctuality is important, students are held strictly accountable for prompt attendance at all classes and scheduled meetings/chapels. Students who arrive late should report directly to the Attendance Office, located in the administrative offices. They will be issued a Class Admissions Pass to be presented to the teacher for admittance to class.

Tardies due to pre-arranged medical appointments will be excused only if a medical note is presented upon returning from an appointment.

Students who are tardy may not be allowed to make up work, such as bell work, which may have been completed in class before they arrived.

Note: Students are considered tardy when they are up to 10 minutes late for a 30 or 45 minute class or up to 15 minutes late for a 75 minute class.

Chapel Attendance

Students are required to attend all scheduled chapels and attendance will be taken. Points for unexcused tardies and absences to Chapel are the same as for all classes. Please see **Attendance Grades** for point system.

Extra-Curricular Trips

Extra-curricular trips are arranged by the faculty and administration of Forest Lake Academy exclusively for Forest Lake Academy students and include trips such as Bible camp, mission trip, and senior class trip. Forest Lake Academy rules and policies will be observed at all times during an extra-curricular trip.

Note: Please see the financial section of the *Handbook* for eligibility requirements for extra-curricular trips.

Field Trips/Tours

To be eligible to go on a school field trip/tour, students must provide written permission from a parent/guardian. Forest Lake Academy rules and policies will be observed at all times during a school-sponsored trip.

Make-up Tests

Students absent on the day of a quiz or test because of an excused absence are to make it up immediately upon return to school. If students are absent only on the day before a pre-announced test, they will be required to bring an excuse the day returning and take the test with the class.

Make-up Work for Excused Absences

All work (assignments or tests) missed due to an excused absence must be arranged with the teacher the day of return to class. Students are allowed the same number of class periods to make up work as days missed; special arrangements may be required for exceptional circumstances.

No class work can be made up for any absence except approved school-sponsored activities, pre-arranged leave, illness, doctor appointments, funerals, and discipline issues.

Classes missed as a result of discipline issues are considered part of the ten absences allowed per class per semester. In most cases, however, students are allowed to make up the work.

The *Pre-arranged Leave Form*, accompanied by the written request, must be submitted to the Vice Principal for Student Services. All request forms will be reviewed by the Student Services Committee. If the request is approved, then, and only then, may a student take the approved form to the teachers and request assignments.

Pre-arranged leaves will count toward the ten (10) absences allowed per semester for any one class. The pre-arranged leave process is only for the purpose of making up school work.

Make-up Work for Pre-Arranged Absences

All work missed due to a pre-arranged absence is due the day of return to school unless prior arrangements have been made with the teacher(s). The maximum number of days to submit work missed must not exceed the number of days missed for the absence, while keeping current in the class.

Parents and Net Classroom

Forest Lake Academy encourages parents to track their student's attendance history via the school's web site (Net Classroom), and to periodically request information or attendance reports from the Attendance Office. Phone calls and email inquiries (attendance@forestlake.org) are encouraged. Students may also check the Attendance Report posted daily.

Perfect Attendance

Because Forest Lake Academy encourages students to attend class on a regular basis, awards are given for perfect attendance. Students with perfect attendance will not have had any excused or non-excused tardies or absences for the entire semester. School-sponsored absences are not counted against perfect attendance.