**ATTENDANCE**

Telos Academy expects **daily dedication** with regards to attendance. Why daily dedication?

To not miss important information in class

To earn credit for graduation

To develop good habits of learning

Excused absences include:

1. ***Illness***

Any time a student misses school due to illness the school nurse must verify it for this to be valid. In this case, the school nurse authorizes illness, and the residential staff will notify the AM Lead Coordinator so the name can be added to the daily “Check Out” list.

1. ***Therapy***

Therapy sessions are prearranged and scheduled by therapists. The AM Lead Coordinator should be notified of all therapy sessions so the information can be added to the daily “Check Out” list. Therapy sessions that occur during school time will be marked as excused absences.

1. ***Home Passes***

It is common for students to leave on home passes throughout the year. All passes must be prearranged and approved by the therapist and teachers notified before the student leaves on pass for it to be excused. Steps appropriate home pass use:

1. A student fills out a home pass request at least 72 hours before the requested leave.
2. The therapist approves and signs the home pass request.
3. The teacher signs the home pass request and arranges homework for the student.
4. ***Mental Health Days***

From time to time a mental health day will be approved by the primary therapist. In the event a therapist is not available, the Academic Advisor and Academic Director may together authorize a mental health day. Mental health days are only granted under extremely sensitive situations. Students who are not approved for mental health days are allowed the option of an R&P before returning to class.

Homework: For any absence the student should contact his teacher to discuss make-up work. This should be done within two days of the absence.

Examples of unexcused absences:

1. *Skipping class*
2. *Walking out of a class without permission and not returning*
3. *Missing class for any reason not on the excused list*
4. *More than ten minutes late without a valid excuse*

***For unexcused absences students lose participation points and credit.***

Truancy:

1st unexcused absence – Educator’s Handbook - Teacher/Student Conference & one Flex Hour

2nd unexcused absence – Educator’s Handbook -AM Lead Coordinator & two Flex Hour

3rd unexcused absence – Educator’s Handbook - Academic Director & three Flex Hour

4th unexcused absence – Treatment Team Referral through Academic Advisor

**Kuykendall 2013**