

# Attendance: being there and being involved

## Actively contributing to the learning

To prepare students for college, life, and ministry, Lake Pointe uses a participatory-style classroom and campus culture, involving eyeball-to-eyeball student-teacher and peer interaction).

- To participate, one has to first attend.
- Students must regularly attend classes to successfully complete any course.
- In a biblical model of learning, education is not merely what the student gets out of a class session, but also what he or she puts into it, in service to his peers, the teacher, and the pursuit of the subject.
- The model for on-campus learning at LPA is based upon relationships and the active participation and involvement of students in a small group setting. For this reason, absences not only deprive the individual student of learning opportunities, they reduce the richness of learning for the others in the class as well.
- Since the model uses close interaction and participation, merely collecting the outline notes from the day's session, or reading the related pages discussed, cannot compare to the understanding created in the classroom.
- Attendance and active participation in classes are especially important in the university model since fewer class sessions are held compared to traditional schools. Missing a day isn't merely missing one day. In the UMS, it's more like missing two or three.
- Finally, accrediting bodies insist upon high attendance standards to ensure credible student learning.

### Attendance is recorded by each class

Rather than "daily" notation for an absent "day," attendance is noted by class session missed. A student can miss the first two periods, but attend the four that follow, and be marked accordingly.

### Daily class attendance required for activities

A student must attend a minimum of fifty percent (50) of his or her day's classes in order to participate in that day's sports, arts, student life, clubs, social, or other extra curricular activities.

### Minimum Attendance Requirement

Students enrolled in LPA's program are expected to be present, well prepared, and engaged in the classroom. Only reporting to campus two to three times per week, or 33 to 50 days per semester, semester absences should not exceed:

Elementary: Five (5) campus absences per semester

Secondary: Six (6) campus absences per semester (Just over 10%).

- Students registering the maximum absence number will trigger an automatic review by an academic committee
- High absenteeism can lead to a student being limited or prevented in choices in future registration.
- For high school credit bearing courses, exceeding the maximum number of absences can lead to a student not earning credit for the course, earning an "incomplete." Such instances will be addressed on an individual basis.

**Exceptions:** An exception may be granted by the academic committee if:

- The student has been unable to meet the attendance requirements due to circumstances beyond the family's control (such as extended illness).
- There is a committee approved plan in place for making up the learning essential to student progression.
- The student has, in the judgment of the committee, achieved minimum mastery of the course content.

## Tardy Policy

Tardy class entry disrupts the classroom environment. Students need to develop the life skill of promptness to show courtesy to others and to honor the event. For this reason, a pattern of tardiness will be treated as a personal discipline issue.

How "tardy arrivals" are approached				
	1 <sup>st</sup> event	2 <sup>nd</sup> event	3 <sup>rd</sup> event	4 <sup>th</sup> event
First period tardy	Noted	Noted. Email sent to parents.	Noted. Discussed with parent	Student not permitted to enter class session  Meeting with parent to address
Other period tardy	Noted. Email sent to parents.	Noted. Discussed with parent	Student not able to enter class session  Meeting with parent	

The following points and procedures seek to honor teachers, other students, and the classroom plans:

- Students should be practicing punctuality and preparation, by heading directly to their next class, and not by trying to arrive "just in time."
- An additional tardy is allowed for first period to help cover the occasional "difficult" morning.
- A student who is tardy more than 20 minutes will not be admitted to class, and will be counted absent, without a permission pass from the grade level supervisor.
- Teachers are not responsible for helping a student to "make-up" lessons missed because of a tardy.
- A student missing part or all of a quiz, test, or presentation due to tardiness will need to follow absence-related make-up policy.
- The administration may, at its discretion, override normal tardy requirements if an event occurs beyond the control of the student or parent, especially in cases affecting multiple families or when LPA contributes.

- Instances of students leaving a room during a class session will be noted.
- A student leaving class during a test or quiz may not be allowed to return to complete it or to be in the company of those in the midst of it. will have those interruptions noted in attendance.
- A student with excessive departures will be addressed and may not be allowed to return to class. See chart.

Exiting a class before dismissal				
	1 <sup>st</sup> event	2 <sup>nd</sup> event	3 <sup>rd</sup> event	4 <sup>th</sup> event
Academy response	Noted	Noted. Email sent to parents.	Noted. Discussed with parent	Student not permitted to return to class session  Meeting with parent to address

### Exiting a class before dismissal

Interruptions to class sessions are a disruption and can dishonor a teacher and the program that other parents have paid for their children to attend. Therefore, while such exits will occur, the goal is to minimize their disruption. There are generally two types of mid-class session exit:

#### Errand

Students sometimes seek exit for a felt need, such as use of bathroom, to get water, phone access, etc.

- Students will generally not be allowed to seek water or to run an errand. While these events may seem quite urgent to a student, most such tasks will indeed wait. The lesson taught through denying them is "to think and to act ahead." The student allowed to respond in the urgency of a felt need has no incentive to operate otherwise.
- Time is given during class changes, assembly, and lunch to use the restroom or water fountain, to deliver papers, and to make inquiry at the front desk, etc. Students need to learn to prioritize and manage such business. Those who want to use personal free time for social activity and then to use class time for personal needs are not building mature habits.

#### Reminder: study hall is a class

As a supervised, self guided academic session of learning, study hall abides by the rules and policies of a class

#### Early departure

At times, a student is called to leave a class session early to exit campus for a parent or school-approved event, such as for a medical appointment or sports activity.

Such a simple event usually causes disproportionate disruption, as student and teacher watch the clock, and other students soon pick up on the tension and break in focus. Therefore, parents and staff are asked to plan for exits at natural program breaks.

For pre-arranged departures, it is the student's responsibility to inform the teacher before the class begins. The teacher (or staff) and student will agree to a signal or plan to minimize the disruption caused by the student's exit, which may include a change in seating.