

# **ACE Academy**

**Providing Cherokee County Alternative Choices in Education!**

## **ATTENDANCE POLICY**

1. Parents/guardians of the students **must contact ACE Academy between 7:45 and 8:45 AM** to report the student coming to school late or absent. The secretary can be contacted at (770) 721-6680.
2. **ALL STUDENTS MUST ARRIVE BY 8:40 AM.**
3. Tardies to class:
  - a. 1<sup>st</sup> and 2<sup>nd</sup> tardy – teacher warning.
  - b. 3<sup>rd</sup> tardy – office referral and campus detail.
  - c. 4<sup>th</sup> tardy – office referral and 1 day In/Out School Suspension.
  - d. Consequences repeat for additional tardies.
4. Attendance Review:
  - a. At the end of each semester, an ACE Academy Attendance Ad Hoc committee reviews each student's attendance record (i.e. tardies, late check-ins, early check-outs, and/or absences) for consideration of continued voluntary placement at ACE Academy.
  - b. Students with excessive tardies, late check-ins, early check-outs, and/or absences, may be withdrawn from ACE Academy and returned to their home school of record.