

Key Items to Remember

Please refer to Bok Academy's Student Handbook for more information/explanation.



Attendance Policy

- For any absence, students must bring a note including: student's name; reason for absence; date of absence and parent signature OR a medical release.
- Advanced absences require a note with the above information.
 - Please do not ask for assignments ahead of time, because many assignments need teacher explanation.
- Students are responsible for obtaining AND completing make-up work according to policy.
- Students may jeopardize enrollment at Bok Academy based on excessive absences and/or tardies.

*Any student who is absent without an excused absence for more than five (5) days during a nine-week period will be reviewed by an Attendance Committee chosen by the principal. A referral for social work services and community resources, **or** involvement of the **State Attorney's Office** may be warranted for chronic attendance patterns.*

Tardy Policy

- A parent/guardian listed on the Emergency Card must come inside the office and sign in the student.
- The student must be given a tardy pass to enter class.
- Community sanctions may be given for excessive or patterned tardies.
- A student may jeopardize his/her status at Bok Academy based on excessive absences and/or tardies.

Early Check Out Policy

- A parent/guardian listed on the Emergency Card must come inside the office with photo identification and sign out the student from school. The safety of your child is our goal.
- Avoid checking your child out after 3:15 p.m. whenever possible.
- Checking a child out at the end of the day should be a rare exception.

Make-Up Work

- Please do not call the school to ask for assignments as most assignments need teacher explanation. Absences for a short duration (1-3 days) due to illness should focus on getting well and returning to school quickly. It is the student's responsibility to check for make-up work when he/she returns from an absence.
- Students have the same number of days they were absent plus two (2) to make up the work.
- Students are strongly urged to request tutoring from teachers before/after school or during the 45 min. lunch.
- Upon your return, ask the teacher for clarification on any assignment(s) you do not understand.

Community Sanctions

- Community sanction will be used to address behavioral, not academic performance.
- Sanctions are served during the student's lunch period.
- If a student has three (3) community sanctions within a 9 week marking period, he/she will be suspended from school for one (1) day for each additional sanction.
- ConnectEd calls will be made within three (3) days of sanction date.
 - Be sure we have your updated phone number.
- Each 9 weeks, every student starts a "clean slate" with zero sanctions.

Conferences

- Contact a teacher directly to set up an individual conference.
- For multiple teacher conferences, contact the office at 638-1010.
- If you are unable to keep your scheduled conference, please call to cancel and/or reschedule.