

NEW POLICY FOR EXCUSES OWED FOR ABSENCE OR TARDINESS

Parents are required to submit a written excuse if their child is absent or tardy. Our office staff has spent numerous hours tracking down parents for these excuses and this practice will no longer continue.

From this point on, your child's absence or tardiness will be marked illegal if we do not receive the excuse within one week after the absence or tardiness.

Disciplinary Consequences for Students in Grades 4-12:

In addition to being marked illegal, students will be given a detention for every 5 instances of illegal tardiness or absence.

First Detention: Student remains after school until 4:00 pm, no transportation provided

Second Detention: Same as the first detention

Third Detention: Student is required to clean the Academy under parent supervision for two hours.

Fourth Detention: Parents meet with the building principal. Student loses the privilege of participating in any extra-curricular activity.

To make the excuse process more workable we have created a web mail address specifically designed for submitting excuses. The email address is lwaexcuses@yahoo.com. Please begin using this email address as soon as possible.

Written excuses are still acceptable.

We will also accept a phone call to the school nurse or school office answering machine as an acceptable form of excuse.