

## **Attendance**

Attendance at school provides a student with classroom experience. This experience is composed of participation in class activities and direct instruction conducted by the classroom teacher. The instructional program designed by each teacher is a progressive and sequential experience. It is generally impossible for that experience to be "made up." For this reason, failure of a student to attend class will be seen as a serious problem and will not be allowed.

### **1. Tardiness**

- a. Being tardy due to a lack of self-discipline is contrary to a well-ordered life.
- b. Coming into school, class, or a special activity after the scheduled start time will not be tolerated.
- c. When a student arrives after the start of the school day (see School Start and Dismissal), a parent must sign in the student at the Office or the student must present a signed note from the parent explaining the tardiness.

### **Consequences for Unexcused Tardies**

AFTER 5 UNEXCUSED TARDIES:

- ½ day absence will be marked on the attendance record

AFTER 10 UNEXCUSED TARDIES:

- 1 day absence will be marked on the attendance record

ALL TARDIES ARE CUMULATIVE

### **2. Excused Absences:**

- a. Illness- a certificate of a physician is required for an absence of 3 days or more
- b. Quarantine
- c. Death in family
- d. Impassable roads
- e. Emergencies or circumstances deemed a good and sufficient cause for absence by the Administration.

Written excuse must be provided upon return to school and must state the reason of absence. After 3 consecutive days of absence, a Doctor's excuse is required.

### **3. Unexcused Absences:**

- All other absence for any reason other than those listed above will be considered unexcused, unless, they are preapproved with the administration. When a student has an unexcused absence, it is the responsibility of the student to get all homework assignments and class work completed and handed in to the teacher one day after return.

### **Consequences for Unexcused Absences**

5 UNEXCUSED ABSENCES:

- A letter will be sent home explaining policy

10 UNEXCUSED ABSENCES:

- A meeting will be scheduled with Administrator, teachers, students, and parents to discuss damage done by these habitual absences. Any unexcused absences will result in detention from 3-4 PM within one week of the unexcused absence. A doctor's note will be required for excused absences. No family days or educational days may be scheduled for the remainder of the year.

15 UNEXCUSED ABSENCES:

- Another meeting will be scheduled with Administrator, student and parents to discuss absentee policy. Each additional unexcused absence will result in one day of in school suspension.

20 UNEXCUSED ABSENCES:

- Another meeting will be scheduled with the Administrator, student and parents to discuss absentee policy. Retention may be recommended. Referral to an appropriate agency will be made.

Limitations and conditions:

- The maximum number of Excused and Unexcused absences is twenty (20) day per school year. It is very questionable whether a student can meet academic requirements if he or she is absent more than the maximum number of days. Students missing more than the maximum number of absences in any school year may not be eligible for promotion, graduation, or scholarship money for the following school year. These cases will be reviewed by the administration to evaluate extenuating circumstances.

#### FAMILY LEAVE (PLANNED ABSENCE)

Families are allowed a maximum of five (5) excused absences for family activities during the course of a school year. Parents must make a request to the school administrator prior to these absences in order for them to be excused. Parents must allow sufficient notice for the school to make provisions for the student's learning to continue during the absence.

All requests for these absences must be submitted in writing a minimum of three (3) days prior to the absence. Work assignments must be obtained from the teacher before student leaves for vacation. The teacher will have assignments three (3) days before student leaves on vacation. All work assignments must be labeled well, completed and handed in to the teacher one day after day of return. Missed quizzes and tests must be made up within 3 days of return to school, counting the day of return. It is the student's and not the teacher's responsibility to obtain work assignments, and make sure they are turned in promptly. All work that is past the due date is considered incomplete and the student will receive a zero for any assigned work, including tests and quizzes that are not completed before the deadline.

Students are allowed one (1) educational day per school year. An educational day must be clearly and primarily educational in nature, should be clearly enunciated in an age-appropriate project, or a neat, grammatically correct essay of length and scope to be determined by the administration in consultation with teachers. All requests for these absences should be submitted for approval in writing a minimum of three (3) days prior to absence. Absences denied the status of educational days will be considered unexcused.

### **Student Conduct**

The administration and teachers of the Hope Christian Academy expect conduct and behavior from students that exemplifies Jesus Christ at all times. The discipline policies and procedures are designed to foster accountability, responsibility, and self-discipline. These qualities will enable students to bring honor and glory to God, family, community, and country.

Teachers, staff, and school board members are the authority in classrooms, on campus, and at school sponsored events. Disrespect and disobedience will not be tolerated.

*Board of Trustee Approved 08-26-2019*