

Attendance Procedure and Policies

Promptness and regular attendance are a vital part of an education and preparing a student for their career, personal life, and social life, as well as, building the character quality of responsibility within a student's life. A poor attendance record may hinder those seeking jobs after graduation. Parents' cooperation is essential in eliminating excessive absences and tardiness. We have developed the following guidelines to help you and your child be successful at Christian Academy and beyond.

It is the responsibility of the parent/guardian to notify the school as early as possible in the morning if your child will be absent from school. If there is no communication from the parent/guardian by 9:00 AM, an attempt will be made by the secretary to contact a parent/guardian to verify the absence. It is the responsibility of the parent/guardian and the student to bring a dated note, signed by the parent indicating the reason for the absence. In the elementary, the note is to be given to the classroom teacher. In grades 6th-12th, the note should be given to the front desk. Failure to bring such a note within three days of returning to school will result in an unexcused absence. A doctor's excuse may be required if a student is absent more than three consecutive days due to illness.

If a parent/guardian would like homework from the teacher, this must be specifically stated when they call the school in the morning. Please remember all assignments are available on RenWeb.

All students must sign in at the front desk when arriving at CAS after the morning bell has rung; this includes College students returning to Christian Academy for classes.

Excused Absence

Are considered;

1. Doctor/dental appointments (Please try to schedule these appointments beyond the school day)
2. Extraordinary traffic conditions, at the discretion of the school administrator.
3. Motor vehicle tests
4. Weather so inclement as to endanger the health of the student or make roads impassable
5. An emergency in the student's family, approved by a school administrator
6. Illness
7. Bereavement for an immediate family member
8. School sponsored activities (Pre-approved)

Unexcused Absence

An unexcused absence refers to a student not being in school for a reason not meeting the school policy for excused or prearranged absences.

Prearranged absence

A PREPLANNED ABSENCE FORM is available at the front desk. The form will be filled out at the front desk and should be returned 48 hours prior to the absence. A Preplanned absence is an absence that will keep the student out of school for more than two consecutive days. Examples of these activities would include; family vacations, mission trips, and church youth group activities. Assignments can be found on RenWeb and the student will be responsible to have all assignments turned in by the date they are given on the form prior to them leaving. **Failure to complete the form 48 hours before leaving will result in the student losing credit for the assignments due during the absence.**

Absent the day of student activities

Elementary students absent for more than 2.5 hours will be counted absent for ½ day. Elementary student absent for more than 2.5 hours will be counted absent for the entire day.

High school students absent for more than one full period, but less than four periods will be counted absent for ½ day. High school students absent four periods or more will be counted absent for the entire day.

In the case of afterschool activities, a student must be present at least four full periods of the school day to participate in extracurricular activities after school (this includes practices, choir, concerts, and athletic events). No exceptions will be made unless prearrangements have been made with the principal.

Excessive absences for Grades 6-12 and Elementary students

High school students who miss (excused or unexcused) ten periods in a semester of a full credit course will not receive credit for that course. If a student misses five periods in a semester of a .5 credit course, he or she will not receive credit for that course.

Elementary students missing more than ten days in a semester may be held back a year.

Tardiness

If you haven't planned to be on time, you have planned to be late.

A student is tardy if he/she is not in homeroom/classroom when the bell rings at 8:20 am. Being tardy on a habitual basis sets a poor example. It is important for students to learn the value of being on time. This creates difficulties for us in teaching the value of punctuality if a student is late. If a parent has difficulty get a student to school on time, please call and talk to the principal.

If your child should arrive late, the student should report to the front desk for a tardy slip. The student's lunch order will be recorded as well. The parent should inform the school why the student is late.

If a student is tardy to classes during the day, the classroom teacher will record the tardy in RenWeb. Tardy behavior can be viewed on RenWeb by the parent.

Excusing Students during the school day

Students who arrive after the beginning of the school day or who leave before the dismissal of the school day must sign in and out at the front desk.

All students leaving the building for appointments are to sign out and in upon returning the same day. In the event the student's dismissal plans are changed by the parent during the day (i.e. the student is to get off the bus at another location or is to remain at school for pickup), the parent **must call the office** as soon as possible to ensure the message is delivered to the appropriate person.

PLEASE NOTE: It is very hectic at the end of the school day. Unless it is an emergency, no changes can be made after 3:00pm. Everyone has many responsibilities trying to ensure that all students can leave the building safely.



Students who have an early dismissal should remain in the class until paged by the office.

Student must not leave the building during school hours (including study hall) except by permission of the principal.

A Senior Skip Day is not authorized by Christian Academy Schools. Students participating will be subject to disciplinary actions and may jeopardize their graduation from CAS.

If a student will be leaving school for an appointment (doctor, dentist, funeral) the parent is to notify the office prior to the day of the appointment. **We encourage appointments to be made other than during school hours.**

College Visits Procedures

Juniors and seniors can take two college visits per year. They are to fill out a **College Visit Form** and have it turned into the Principal at least 24 hours prior to the day of the scheduled visit. If the form is not turned in on time the student will be considered absent from school.

Students remaining after school

Any student remaining after school must be under the supervision of an adult. All students (any grade) not under adult supervision will be taken to the Eagle's Nest and parents will be charged until the student is picked up. Parents must pick up students as soon as a school activity is completed.

Picking-Up Procedures

To ensure the safety of all our students, we have implemented a pick-up procedure for students in the afternoons. If you are picking up your student, or need to enter or exit the building between 3:00-3:30, please do so from the **Elementary End Door**, **NOT** the front door where the busses are located. During this half hour, the front doors will only be open for students riding the busses. **All other entries/exits will be through the Elementary End Door.**

We will have crossing guards at the West End of the parking lot to assist anyone to safely cross the parking lot after school.

There will be an adult monitor at the Elementary End Door during this time to let you in, as well as a few chairs for you to comfortably wait. We have instructed the students as well; that they are not allowed to exit the front doors during this time unless they are a bus rider until all the busses have left at 3:30.

PLEASE NOTE: In the event of early dismissal, this will also be the procedure. The front doors will only be used for bussing students during the 15 minutes before bus dismissal time and 15 minutes after bus dismissal time.

Make-Up Work for Absences

- A. Students who are absent due to an excused reason approved by the administration will be given the opportunity to complete and submit make-up work. If a student is absent, parents or students may obtain work assignments through RenWeb.

- B. It is the **student's responsibility** to complete required **missed** assignments on time. Students have one day for each day of absence to complete the make-up and submit their work. If above guidelines are met, full credit will be given for the assignments. If above guidelines are not met, no credit will be given for the assignment.

Example: Student misses school for excused absence on Monday and Tuesday. Student returns to school on Wednesday. Student is responsible to obtain all their missed assignments from Monday and Tuesday. Students missed assignments are due by Friday at the beginning of each class period.

- C. Previously assigned tests or projects prior to the absence are expected to be taken or submitted **the first day of returning**.

Work/School Co-op

Students in 12th grade are eligible for the co-op program. For more information about the program, see the Guidance Counselor. Please note: the first deadline is April 30th.

