

# SALVATION CHRISTIAN ACADEMY

## Attendance Policy

Students are expected to be at school when the classes start in the morning. **If a student misses more than two periods on any given day, he will be marked absent for that day.** If a student is absent, the school office must receive a written or phone notification from parents on how to classify the absence. Absences will be assumed to be unexcused if no written or oral notification by parents is given to the office by the student's parents. **If a student has an unexcused absence, the parent has two weeks to call the office to verify that it is excused (attendance changes can't be made at the end of the year).** Absences can be excused or unexcused. Absences can be excused in the following situations:

- Serious illness or death in the family.
- Personal illness or medical procedure (the school requires a note from parents or a doctor's note upon return to school, if the child will be or has been absent for more than two days due to sickness or medical procedure)
- Impassable roads or an emergency due to inclement weather.
- Approved school activities

All other absences, including family vacations, are unexcused. A total of 10 days per year are allowed for unexcused absences. If a student has more than 10 unexcused absences per year, summer school will be required to make up for the excessive absences (one day of excessive absence equals 3 hours of summer school). If the excessive absences are not made up, the student may not be promoted to the next grade level.

Summer school is not covered by a student's tuition payment and is charged separately. A letter is sent out by the school administration at the end of the school year to those parents whose children need to take summer school. The letter explains why the student is assigned to summer school, for how many hours or days, and the fee amount.

If parents are planning for the student to be absent for a few days, a pre-arranged absence form must be completed at least 7 days prior to a student's planned absence. Pre-arranged absences are unexcused unless they meet the criteria for excused absences. Students must receive homework prior to their pre-arranged absence and have all work completed upon return to school. It is the student's responsibility to approach their teachers for homework assignments.

### Tardiness

All students are expected to arrive on time each morning and for each class period. A student is considered tardy if not in class by the tardy (second) bell. Tardies can be excused if:

- There were emergency or unforeseeable circumstances in bringing a student to school (such as a traffic jam or impassable roads)
- A written note is presented from a faculty member requesting to excuse a student for a school-related activity

Three unexcused tardies equal one unexcused absence. Unexcused tardies are converted at the end of the year into unexcused absences.

## Excuses from Physical Education

Students who need to be excused from PE classes because of illness or injury need to have a note from their parents. To be excused more than three times, a note from a doctor is required.

## Early Dismissal

Should an early dismissal be necessary, the person picking up the child must come to the school office to sign out the student. If a relative is picking up a student during the school day, or student has driving privileges, **the school must receive a phone call from the parent before a student can be released from school early.** Upon re-entering the school, the same day as an early dismissal, parents are to report with the student to the main school office for re-entry. In the case of a divorce or separation, a student will be released to a non-custodial parent only with written permission from the legal guardian. Signed permission must be given before each occurrence.

## School Closure

During bad weather the school administration will determine school closures, late starts, and early dismissals. If it becomes necessary to close school or have a late start, parents will be notified at the earliest possible time.

## Pickup Procedures

Only parents or those listed on the school's emergency contact list may pick up their children from school. If a parent has someone other than person listed on the emergency list picking up the child, they must contact the school office to notify who will be picking up their child. Parents are to pick up their children between 2:45-3:05 pm at the end of the school day. On Fridays, dismissals are at 1:05-1:25. (Pick-up time for K4 and K5 is at 2:30pm to avoid parking lot congestion.)

Elementary (K4-5 grade) pick-up procedure is as follows:

- Parent or emergency contact drives up to school and takes their place in line of vehicles waiting for dismissal
- A plaque with student's name to be picked up is clearly displayed on the windshield
- A designated staff member will call the student's name out
- The student will carefully walk towards the car
- Please follow the designated route for driving up and leaving the campus. Do not drive at speeds exceeding 5 mph!

Pickup procedures for secondary grades (6-10) are as follows:

- Parents or emergency contacts drive up to the secondary campus using a designated route
- Students come out of the building; students may use a cell phone at this time to communicate with the parents
- Students get picked up by the parents; vehicles leave driving at speeds not exceeding 5 mph

## **Late Pickup Policy**

Parents understand that if secondary students leave the school premises after dismissal without permission, school bears no responsibility for their supervision. Students who are not picked up within 20 minutes after dismissal are sent to the school office or a designated room where they will be supervised until picked up. A charge of \$5.00 per hour (or part of the hour) is placed on the family account for extra supervision of students after 3:05 pm or 1:25pm on Fridays.

If an emergency arises or should you be late, we ask that you call and notify the school office. If another person is picking up your child, their name needs to be added to the “Emergency Contacts” by calling the school office.