



Salvation Christian Academy | Attendance Policy

Students are expected to be at school when the classes start in the morning.

Absences

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 will not be made at the end of the year).

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. Students are allowed a maximum of 10 unexcused absences per school year. If a student exceeds these 10 unexcused absences, a fee will be assessed at the end of the school year for each day that exceeds this limit. The exact fee will be determined by the administration. Please note that students may not be promoted to the next grade level until this fee is paid.

Pre-Arranged Absences

If you know your student will be absent for several days, please email the school secretary and your student's homeroom teacher at least 3 days before the planned absence. This email should clearly state the reason and the dates for the upcoming absence.

It is important to understand that a pre-arranged absence does not automatically mean it is an excused absence. All pre-arranged absences are considered unexcused unless they meet our established criteria for excused absences (e.g., illness, medical appointments, family emergencies).

Students with pre-arranged absences remain responsible for all academic work. This means they must personally reach out to each of their teachers to get missed assignments and discuss how to complete and submit the schoolwork.

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 the reason for tardiness falls under any of the categories listed in the 'Excused Absences' section above, or if a written note is presented from a faculty member to excuse a student for a school-related activity. At the end of the school year, all unexcused tardies will be counted. Three unexcused tardies will equal one unexcused absence.



Salvation Christian Academy | Attendance Policy

Excuses from Physical Education

Students who need to be excused from PE classes due to illness or injury must first be sent to the office. The office will assess the students' condition and determine whether they should be excused from PE for that day. If a student is excused from PE more than three times due to an ongoing illness or injury, a note from a parent or a doctor must be submitted to the office for continued exemption.

Early Pickup

If an early pickup of the student is necessary, the individual picking up the student must come to the school office to sign them out. If a relative is picking up the student during the school day, or if the student has driving privileges, the school must receive a phone call from the parent before the student can be released early. Upon returning to school the same day after an early pickup, the parent must accompany the student to the main office for re-entry. In cases of divorce or separation, a student will only be released to a non-custodial parent with written permission from the legal guardian. Signed permission must be provided for each occurrence.

School Closure

During severe 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 the 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, the dismissal is from 1:05-1:25 pm. (To avoid parking lot congestion, pick-up time for K4 and K5 is at 2:30 pm Mondays through Thursdays and 12:50 pm on Fridays.)

The Elementary (K4-5 grade) pick-up procedures are 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 and grade level is clearly displayed on the windshield
- A designated staff member will call the student's name out
- The students 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!



Salvation Christian Academy | Attendance Policy

The Secondary (6-10 grades) pick-up procedures are as follows:

- Parents or emergency contacts drive up to the secondary pickup area 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, the school bears no responsibility for their supervision. The school does not recommend that secondary students walk on the streets from the school, as there are no sidewalks and this poses a safety concern.

Elementary 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 \$20.00 is placed on the family account for extra supervision of students picked up after 3:10 pm Mondays-Thursdays or 1:30 pm on Fridays (or early dismissal days). This fee applies even in cases of emergency.

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