

# Loudonville Christian School

## ATTENDANCE & TARDY POLICY

1. ATTENDANCE POLICY: By New York State law, children are required to be in school, unless excused for sickness or a family emergency. Regular attendance is vital for effective instruction and learning.

“Legal or excused” absences (i.e., absences due to sickness or family emergency, court appearances, college visits). If a student is absent, parents are to call the school office (434-6051) before 9:00 am on the day of the absence. If the absence is thought to extend for more than a day, then arrangements should be made with the individual teachers for homework assignments. In the case of an absence of one day, the student must hand in work due on the day of the absence upon his/her return to school. All additional work must be made up according to the teachers’ instruction, but during a period not to exceed one week.

Planned absences: (i.e., absences for reasons other than sickness or family emergency). Parents are encouraged to avoid scheduling trips and activities that conflict with the published school calendar. When students are absent, they miss important class presentations, discussions, and corrections of assigned homework. Teachers spend valuable time helping students "catch up." The entire educational process for all students is compromised when this occurs. In the case of a planned absence, the following procedures will be followed:

- a. When a parent notifies the Principal of an intended absence prior to the absence, the Principal will communicate (via a planned absence form carried by the student) with the teachers. The student is responsible for obtaining signatures from each of his or her teachers and coaches, as well as his or her parents. This form is turned in to the office as the official excuse. The Principal will designate on the form whether the absence will be “excused” or “unexcused.”
- b. Long-term written assignments or projects due during the time of a planned absence must be turned in prior to the absence if assigned five or more days prior to the absence. If not assigned five or more days prior to the absence, the assignment must be turned in on the day the student returns to school after the absence.
- c. During the absence, teachers will maintain a record of work to be made up upon the student’s return. This material will be given to the student on the first day of attendance after the absence. The student (parent in lower school) is responsible to seek this material from the teachers. (Parents who need to communicate with teachers should do so after the school day.)
- d. Work missed during an illegal absence must be completed within a mutually agreed upon time period, not to exceed one week after the student’s return. Work not completed within one week will receive a grade of zero. It will be the responsibility of the student (or lower school parents) to arrange with the teachers for tests and quizzes to be made up during the week following the absence, as well.

Excessive absences. While many absences are unavoidable and students are subject to extended illness, absences in excess of thirty days during a school year are considered excessive and constitute sufficient grounds for grade level retention. Homeroom teachers monitor student attendance and contact parents when a student exceeds fifteen absences, seeking a resolution of the pattern of absences. The Principal will be informed by the homeroom teacher when any student accumulates twenty absences and will address the potential consequences of a continuation of the pattern of absences with the parents. The Principal, in consultation with the student’s parents and teachers will make the final determination of consequences if the pattern of absences continues.

Middle School and High School teachers are required to take and record attendance every period. Absences in excess of thirty periods (or 15, in the case of classes which meet only one semester or every other day) during a school year are considered excessive and constitute sufficient grounds withholding of credit for the class. Classroom teachers, along with the guidance office, monitor the absences and report to

the parents and the principal when students reach a level twenty periods. The Principal, in consultation with the student's parents and teachers will make the final determination of consequences if the pattern of absences continues.

Elementary teachers and teachers of elementary specials will take and record attendance whenever the class moves from one location (i.e. returns from a special, etc.)

In the case that a student is absent from class but not on the official absence list, the teacher will call the office. The office and the guidance office will locate the student in the building, or tell the teacher that the student has been signed out.

Excuses. A written excuse is required for every absence on the day of return to school. These written excuses are collected by the homeroom teacher and retained by the homeroom teachers for the entire year. At the close of the school year, the electronic register and the collected excuses are turned in to the school office. All attendance records and summary printouts are kept

Students leaving during the school day: If a student needs to leave the school grounds during the school day (for an appointment, to go to their internship, for senior privileges, etc.), they must be signed out in the office. Students who will be leaving on their own must provide a written note from their parents. Notes for early dismissals should be turned in to the office in the morning for inclusion on the daily attendance sheet.

2. **MORNING TARDIES:** The homeroom period begins at 8:10 a.m. Students who are not in homerooms by 8:10 a.m. are marked tardy and the parent is required to sign the record in the school office, providing the arrival time and the reason for arriving late, prior to the student's admittance into the classroom.

Homeroom teachers are to use the

attendance register program in Grade Quick to record attendance and late arrivals.

Secondary students (grades 7-12) who arrive after 8:10 am must be signed in on the forms provided in the main office. These forms are the official excuses and are kept with the attendance records. If a student displays a pattern of tardiness, the homeroom teacher will provide a warning and will then advise the student that for every three unexcused tardies, from that point forward, the student will be required to serve a detention administered by the homeroom teacher.

3. **BETWEEN CLASS TARDIES:** Teachers are to establish and communicate reasonable consequences for students who arrive late to their class. (Students tardy in reporting to class are not sent to the office unless they are chronically late.) Teachers should not detain pupils to make them tardy for their next class. If it is necessary to keep a student beyond the appointed time, teachers are to send a written note of explanation to the teacher of the next class.