

Southland Christian Academy Absence and Tardy Policy

Adopted 6/07

Absences, tardies, and leaving school early can be problematic issues between parents and a school. Often problems arise when school policies don't align with the parent's expectations or lifestyle. At a quick glance it doesn't seem fair that the student is the one that is penalized, not the parent. However, in a larger perspective there are many similar parallels where the choice of a parent may have a negative impact on the child, such as the lack of immunizations, not removing dangerous items from a child's reach, or not requiring the use of a seat belt.

Southland Christian Academy's attendance policies are listed herein. We want our parents to understand how we define what is excused and what is unexcused, and that there are consequences when levels are exceeded. Please read this policy carefully and ask questions so you will understand our policies before issues arise.

Absent or tardy students must give to their teacher an admit slip from the school office after an absence or for a tardy. At her discretion, the school secretary makes the determination as to whether an absence or tardy is excused or unexcused.

Absence Policy The student is marked absent when he/she is not physically present at school or a school activity. When returning to school after an absence the student must go to the office for a Tardy/Absence Slip. If a student arrives or leaves around noon, he/she is absent for ½ of the day. *Any absence makes a student ineligible for the Perfect Attendance award.*

Excused Absence Absences are excused for illness, medical appointments, and legitimate family emergencies, etc. The student is excused when he/she brings a note to the office the day he/she returns to school that includes his/her name, date of absence, excusable reason, and a parent signature. A note is unnecessary if the parent comes to the office with the student.

Unexcused Absence Unexcused absences are absences for other reasons or absences when no note is brought to the office (see excused absence, above.) Unexcused absences are regulated by State of California Education Code and may involve the Los Angeles County Truant Office. *Over the school year missed work may be made up for the first two unexcused absences only. All school work, including tests, missed due to any additional unexcused absence cannot be made up.*

Extended Absence When a student will be absent from school for an extended period (a week or more) for any reason other than personal health, parents must request work a minimum of two days prior to the absence. That work must be turned in no later than two days after the student returns; otherwise no credit will be awarded. Work not requested prior to an extended absence cannot be made up.

Note: Excessive absences (excused or unexcused) may result in lowering of the student's grades and may prevent the student from being promoted to the next grade or be cause for dismissal from SCA.

Tardy Policy A student is tardy when he/she does not enter the classroom with the rest of the class at the beginning of the school day, when the tardy bell rings at 8:30 AM. When tardy the student must go to the office for an Tardy/Absence Slip

Excused Tardy Excused tardies include medical appointments, awakening ill in the morning, Sig-alert traffic conditions, etc. The student is excused when he/she brings a *note to the office that morning* that includes his/her name, excusable reason, and a parent signature. A note is unnecessary if the parent comes to the office with the student

Unexcused Tardy Students that do not bring a note to the office (see excused tardy, above) will be marked unexcused. Unexcused tardies include running late, typical traffic, etc. *Note: Any unexcused tardy makes a student ineligible for the Perfect Attendance award. Over the school year missed work may be made up for the first two unexcused tardies only. All school work, including tests, missed due to any additional unexcused tardy cannot be made up.*

Excessive Tardies Excessive tardies (excused or unexcused) will result in lowering of the student's Semester grade in the subject(s) the student was tardy to. After 5 unexcused or 8 combined tardies per Semester, the Semester grade in those subjects will be reduced 1% for every tardy thereafter.