

ATTENDANCE AND TARDINESS

Attendance

In accordance with Colorado State Law, ECA must operate for 172 instructional days each year. If an Elementary student is absent from school, parents should notify the Elementary school office by 9:30am to request homework. If a Secondary student is absent from school, will be late to school, will be leaving school for an appointment and returning to school, or will be departing school early, parents are to notify the Secondary school office no later than 8:15am. Regular attendance is expected of all students and is necessary for success in school. However, parents are requested to keep students at home if they show any symptoms of illness. Exhibiting symptoms of a common cold is sufficient reason for keeping a student home, since more serious diseases often begin with cold-like symptoms.

Junior High School

Any Junior High School (grades 7 and 8) student who misses more than twenty (20) days during the school year may be retained in his or her present grade. Excessive absences (which may be evaluated each semester) may be occasion for a student's retention in the present grade according to the discretion of the school administration or may result in the expulsion of the student.

High School

Excessive absences may be occasion for a student's removal from a class or classes at the discretion of the Secondary Principal or may result in the expulsion of the student. Any student who misses more than thirteen (13) class periods of a given class during a semester may not receive credit for that class. It is for this reason that parents are strongly encouraged to plan family trips outside of the school year.

Excused Absences and Tardiness

- Illness or injury - If a student is ill or injured, the school office is to be contacted by 8:15am. Parents may leave messages on the school answering machine or speak with office personnel stating the specific reason for the absence or tardiness.
- Death in the family - If a death in the family occurs, the student's absences are excused.
- Physician or dental appointment - Although excused, we encourage students or parents to schedule these appointments outside of school hours.
- Prearranged - For a prearranged absence, a parent must 1) obtain a Request for Pre-Arranged Absence form from the Secondary school office to be completed and submitted to the administration for approval at least **3 days prior** to the absence. 2) After the administrator has signed the request, the student is to have all of his/her teachers complete the grading/assignment portion of the form and 3) turn the form into the school office before departing for the absence. Unless otherwise noted by the teacher on the form, all homework, class work, quizzes, and tests are to be turned in or taken upon the student's return. A student failing to get preapproval for a prearranged absence must turn in work and complete test and quizzes for the classes they miss before they leave in order to receive full credit. Work turned in after their return will be deducted according to ECA Discipline Procedure detailed in the Conduct and Behavior Standards section.

During any absence, students are responsible for all work missed during the absence. It is the student's and parent's responsibility to obtain assignments missed during absences.

For all absences *other than prearranged*, students have one day for each missed day to complete the assigned work, unless special arrangements are made with the teacher and administrator.

Unexcused Absences and Tardiness

- Any absence without a written excuse within 24 hours is automatically determined to be an unexcused absence.
- In the event a student's absence is unexcused, the student will be required to make up all missed work and receive a deduction in their grade (as explained in the ECA Discipline Procedure detailed in the Conduct and Behavior Standards section)
- For an excused tardy to be granted, the parent must accompany the student to the office or send a written note stating the specific reason for the tardy arrival.
- Students can be tardy four times a quarter without consequence. We understand there are times students are running late to class or school and this allows for some of those life situations which results in tardiness. Tardiness does disrupt the learning environment and student progress, so excessive tardiness will result in appropriate student discipline.

- Examples of unexcused tardiness are:
 - Oversleeping
 - Getting started late
 - Forgetting school items and returning home for them
 - Failure to provide a written or verbal explanation by the parent for a tardy that would otherwise be excused

Partial-Day Absences

- In cases of late arrival, students must turn in work and receive missed assignments.
- Students who leave early must turn in work and get assignments for classes to be missed prior to leaving school.
- Students must be in attendance for a minimum of one half of that school day to participate in any co-curricular activity or event.
- Students absent from the entire school day are ineligible to practice or participate in athletic events or other student co-curricular activities on that day, unless the Administration approves the absence in advance.

Leaving School During the School Day

- All students must report to the office before leaving campus. Parents must be notified before action is taken.
- A student who must leave campus during the school day will present a parental note to the school office upon arrival at school. For students in 11th grade and below who do not drive, a parent must be present to sign the student out before leaving campus. Students shall also report to the office to receive an admittance pass upon returning to school.

Hall Passes

Students in hallways during class time must have appropriate hall passes. Only passes given by faculty or staff members are acceptable for hallway privileges. Students arriving late to a class must obtain a tardy pass from the previous teacher or, if no teacher was involved in the tardy, the student is to proceed to his/her next class and be assessed an unexcused tardy by the receiving teacher

Off-Campus Instructional Days

It will be announced at lunch that students should plan to take their books home with them that afternoon. If school is cancelled the following day, the Renweb Parent Alert will be activated and the prompt on the television should read **Evangelical Christian Academy NO SCHOOL, Off Campus Instruction Day**. Students should then check Renweb for any assignments posted by teachers. Assignments will be posted by 9:30am. Students will be expected to complete these assignments and bring them to class the following day. If school is not impacted by the weather, then we will plan on having a normal school day.

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