

ELEMENTARY ATTENDANCE AND TARDINESS

Attendance Days

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. 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 even a common cold is sufficient reason for keeping a student home since more serious diseases often begin with cold-like symptoms.

Student Attendance

Students are not to be in school if there is evidence of any of the following symptoms: fever, rash, bad cough, severe headache, or vomiting. A student with a temperature of **100 degrees** or above will not be allowed to remain at school. A student is not to return to school until his/her temperature or illness has been normal for 24 hours.

Absences

Any Elementary 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.

Excused Absences and Tardiness

- Illness or injury - If a student is ill or injured, please contact the school office by 9:30am. 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.

Partial-Day Absences

- In cases of late arrival, students must turn in work and receive missed assignments.
- Students who leave early may 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

A student who must leave campus during the school day will be signed out by a parent or guardian before leaving.

Off-Campus Instruction Days (OCID)

In place of using up a snow day or if we've used all our snow days, Evangelical Christian Academy may call an **Off Campus Instruction Day**:

- Your children will come home from school the day before a forecasted snow storm with work to complete **if** we have a snow day called the next day. If a snow day is announced the next day, the Renweb Parent Alert will be activated and the television runner will say **Evangelical Christian Academy NO SCHOOL, Off Campus Instruction Day**.

- What this means is that your children will have the snow day to complete the extra work that was sent home with them. When that work is turned in the next school day, their attendance will be recorded as present for the **OCID**. If they do not turn in their work when they return to school they will be recorded as absent for the **OCID** and their work will be considered late.