

ATTENDANCE POLICY

Revision 5/2009

Regular attendance is deemed very important at PCS. Each absence from class is an opportunity lost. Research shows that attendance patterns established in school tend to be carried on in college and the work place. It is essential that each student recognize that any unnecessary and/or excessive absence severely impedes the educational process. The policy here has been established in order to promote positive attendance. It is assumed that parents have an even stronger desire to help their children grow to be responsible adults. Students who are absent are asked to observe the following regulations:

- On the day of the absence, a parent/guardian must telephone a reason to the school office by 9:00 a.m.
- On the day the student returns to school, he/she must bring a written excuse signed by a parent/guardian. The note should include the student's full name, date of absence, and reason for the absence. (Any absence not confirmed through the administrative offices is considered an unexcused absence.)
- The absent student is responsible for contacting his/her teachers to determine what assignments must be made up. **The student has the total responsibility for making up work missed.**
- A student who becomes ill during the day must report to the office so a parent/guardian can be notified. Students are not allowed to leave school without first checking out through the office.

Minimum Attendance Requirements

The school attendance requirement states, in part, that to be granted academic credit for any course, a student must earn a passing grade in the course and cannot be absent more than the following:

Full year course 20 days – 10 days per semester

Full year alternating day course 10 days – 5 days per semester

Half year course 10 days – 5 days per semester

In each course, when a student exceeds the maximum number of absences, this student's work will no longer be evaluated. The student will receive an "F" grade for the semester. Students who have failed to meet the attendance requirements will be denied academic credit but will be responsible to complete course assignments while they audit the course. Since there is no summer school offered at Pioneer Christian School, a student needs to know they would be repeating the course or courses that they received a failing grade in the following school year.

Upon written request from parents, and a meeting with the administration, the administration may waive requirements set by provisions of this policy. In doing so, the administration will take into account the student's mastery in all subjects, attitude toward work and study, and disciplinary record at school.

Absences

1. All absences from class will be covered by this policy. No distinction will be made between the classification of excused or unexcused when determining the total number of days absent from each course.
2. Students shall not be considered absent when they are authorized by school administration to be somewhere other than in their regularly scheduled class.

Notification Sequence

The student and parent/guardian will be notified by mail after the student has reached one-half the allotted numbers of absences that they may lose credit if absences continue. When student reaches 15 absences for full year course, another letter will be sent saying that the student has only five absences remaining and will lose credit if absences exceed the limit.

Prior Notification of Absences

When a student is going to be absent from school and it is known before the absence occurs (family trips, professional appointments, approved school activities, etc.), a parent or guardian should notify the school office before the absence occurs.

Make-up Work for Excused Absences

1. When prior notice is required, any student absent for family vacations, college days, most professional appointments, certain school activities, some miscellaneous reasons is required to turn in all missed work **the day the student returns to school. On the day of the student's return, the student should also be prepared to take all pre-announced missed tests and quizzes, as well as those scheduled for the day he/she actually returns. Also, if a student attends any part of the day after a pre-announced absence, all work due on that day must be turned in.**
2. When prior notice is not required the student will have **one (1) calendar day for every school day missed (to a maximum of five (5) days) to complete make-up work.** For example, if a student is absent Friday and Monday, all work is due Thursday (two days after returning).

Tardiness

Any student who cannot be in the teacher-designated location when school or a class begins is considered tardy. Student tardiness, of course, disrupts the classroom and results in lost time for the entire class. Being tardy also states that your time is more important than other's time. It shows disrespect for others and a self-centered attitude. **Therefore, excessive tardiness (defined as five or more per class per semester) on the part of**

any student may result in grade percentage loss, detention, suspension, or probation. Again, the appropriate administrative personnel will make the decision.