

ATTENDANCE

(taken from the Legacy Christian Academy Parent Student Handbook)

God holds each of us accountable for our thoughts, words, and actions (2 Cor. 5:10). LCA believes that **God is worthy of our finest efforts** (Col. 3:17, 23), so we should be faithful to attend school on time.

ATTENDANCE PROCEDURES AND POLICIES

In order to comply with state laws related to school attendance, to help build the character quality of responsibility in students, and to continue to recognize the parents' continuing responsibility for their children, the following guidelines have been established:

1. Excused Absences: Parents or guardians must provide a note, as described below, to the main office documenting an absence before it will be excused. Either a signed, written note, or a digital note from the parent/guardian email address is required for an absence to be excused. Absence documentation notes should include the child's full name, date(s) of absence, and reason(s) for absence connected to one of the reasons below.

Reasons for excused absence are:

- A. Illness – A parent/guardian note or email is sufficient for absences due to illness of three or fewer school days. A note from a *medical provider* documenting the need for school absence is required to excuse absences due to illness beyond three days.
 - B. Medical or dental appointment – Please provide a note from a medical provider documenting the appointment. The note does not need to include the specific reason for the appointment, but the note needs to clearly show the provider's name and contact information and include the child's full name and date(s)/time(s) of the appointment/absence.
 - C. Death in the immediate family – Please provide a parent/guardian note for documentation. Excused absences in this category are limited to three school days.
 - D. When the public school in your district is closed due to weather – Please provide a parent/guardian note for documentation.
 - E. Emergencies – Parents/guardians may provide a written note detailing emergency circumstances requiring absence. At the principal's discretion, absences caused by emergency circumstances may be excused. Excused absences in this category are limited to three school days.
 - F. College visits – Tenth grade students may take up to two excused absences per school year for college visits, while eleventh and twelfth grade students may take up to three. Rather than a submitted parent note, tenth through twelfth grade students must complete a form, that includes a parent signature, available from the Guidance office, documenting their college visit to be excused. Students must request the form *before* their college visit.
2. Unexcused Absences: Absences that are not excused are unexcused absences. In order to maintain Ohio EdChoice Benefit eligibility for future school years, a student who has received an EdChoice Benefit may not accumulate more than twenty unexcused absences during a single

school year. Additionally, a student may receive no credit (a grade of "0") for missed work - including tests or exams - missed due to an unexcused absence that is not pre-approved through the *Application for Student Leave of Absence during the School Year*.

- A. Absences due to illness or medical reasons beyond three days are unexcused without a note on file from a medical provider documenting the need for school absence.
- B. Absences due to a death in the immediate family beyond three school days are unexcused.
- C. Absences for approved emergency situations beyond three days are unexcused.
- D. Absences for college visits beyond two for tenth grade students and three for both eleventh and twelfth grade students are unexcused.
- E. Since the home is the center of the child's educational program, the school encourages collective family activities which involve the student in fruitful learning experiences. Parents may request a leave of absence from school for constructive experiences. Requests should be made in writing to the principal through the *Application for Student Leave of Absence During the School Year* form, available in the main office. The form must be submitted at least two weeks prior to the absence. If the *Application* is approved by the principal, teacher(s) will form a plan for the student to make up any missed work. Students may be required to make up any missed work outside of school time. Absences for approved leaves of absence during the school year are unexcused.

3. Partial day Absences

- A. Pre-kindergarten: Students absent one hour or more will be counted absent for the half day.
- B. Elementary: Students out of school from one hour up to four hours will be counted absent for 1/2 day. Students out over four hours will be counted absent for the entire day.

Secondary: Students absent for less than a whole day will be counted absent for the periods missed. If a student misses 15 or more minutes of a class, he/she is counted absent from the whole class. If a student is tardy 15 minutes or more from the start of school: tardy to school.

- 4. Signing In and Out: All students who arrive late or who leave before school is out must sign in or out at the main office. Elementary students should be accompanied by a parent/guardian to sign in or out. Secondary students must have parent permission to sign out early.
- 5. Any student absent after 12:00 noon when a school activity is taking place after school or in the evening (choir concert, etc.), will not be allowed to take part in the activity unless his/her absence during the day was prearranged with the administration. There is a separate policy for athletics – see Section 9.
- 6. Parents must call the school office at 937-352-1680 before 9:00 a.m. if their child is absent. This enables Legacy to know for sure where the students are and helps provide safety for all of our children. If a phone call is not received, then the state law requires:
 - A. A phone call will be made in an attempt to notify the person responsible for that student (parent, guardian, custodian, or other).

- I. First phone call will be made to the home cell phone.
 - II. Second phone call will be made to the place of work of person(s) responsible.
- B. If the parent does not respond verbally or by note to the attendance person within 3 school days of the absence, the absence will be considered as an unexcused absence and will result in the consequences that come with an unexcused absence.
- C. After the second occurrence of 6. B., a parental conference will be scheduled.