

Student Absence/Attendance Policy

Updated August 2018

The head of school, or designee (director of learning or school counselor), will deal with all matters relating to school attendance. What is excused or unexcused is determined by either the head of school or the director of learning. With either type of absence, parents/guardians must officially contact the school through written note or via a phone call.

Excused Absences/Unavoidable Circumstances:

1. Evidence that the student is not in proper physical or mental condition to attend school or an educational program; a medical note may be requested (medical, dental, chiropractic, optometry, psychological, or other valid medical appointments)
Every effort should be made to schedule appointments during non-school hours.
2. A court appearance or legal procedure
3. A quarantine as imposed by a public health officer
4. Approved school activities during class time
5. Family situations that show good cause

Unexcused Absence/Avoidable Circumstances:

Examples of unexcused/avoidable absences include, but are not limited to:

1. Missing the bus
2. Leaving the building without approval
3. Working
4. Shopping
5. Vacations
6. Haircuts and/or other appointments pertaining to grooming
7. Oversleeping
8. Absence without prior notification from parent/guardian

Daily SCCS Procedure:

1. All registered students between the ages of five (5) and fifteen (15) must be in attendance full-time at SCCS.
2. The school shall determine daily which students enrolled in the school are absent from school and whether that absence is excused in accordance with this policy.
3. When a parent/guardian knows that their child will be absent, parents should give the school **prior notice of the upcoming absence**. When it is necessary for a student to be absent due to illness or emergency reasons, a parent/guardian is requested to call SCCS at 722-0777 or email sccsoffice@siouxcenterchristian.com before 8:30 AM on the day of the absence to indicate the reason for the student's absence so that the school can maintain accurate records. Absences are

unexcused until parent/guardian contact is made. All absences must be excused within 24 hours of the initial absence.

4. Students with an unexcused absence have the obligation to **obtain assignments** and understand, retain for future reference, and use all materials presented during their absence. Make-up work must be completed within the same number of days absent. Students who arrive late to school must report to the office upon arrival at school. Students must be in class and on time or excused in order to practice or participate in an activity that same evening. Credit will be given for classwork completed during an excused or unexcused absence. All students with an unexcused absence will be permitted to make up an examination missed during an unexcused absence.
5. Teachers are required by law to take daily attendance, maintain a record of absences, and inform the main office of absentees.
6. Teacher(s) will assume the obligation to help students following an excused absence. Make-up work must be completed within the same number of days absent. Teacher(s) are not obligated to remind students of make-up work and need not give credit for overdue work.
7. Teacher will keep records of tardies. Tardiness will be recorded on the student's permanent record.

SCCS Procedure for Dealing with Unexcused Absences:

1. Only excused absences will be permitted. For five (5) unexcused absences, a letter of warning will be sent to the parents/guardians stating SCCS policy and that future occurrences will result in executive team involvement.
2. For seven (7) unexcused absences, the matter will be brought to the SCCS executive team by the head of school. This team will determine what actions will be taken with parents or if habitual truancy needs to be filed with the appropriate county officials.
3. For any subsequent unexcused absences that occur, habitual truancy may be filed with the appropriate county officials. A consequence for habitual truancy is at the discretion of the appropriate county court.
4. Truant students will be dealt with according to legal procedures and the laws of Iowa.
5. The executive team, in partnership with the head of school, will determine if summer school will be mandatory for students with unexcused absences or an excessive amount of excused absences.
6. More than ten (10) unexcused absences will result in a child failing a particular course or grade level. This decision will be made by the executive team, in cooperation with the head of school.