

Scholars Christian Academy

2022-2023

Attendance Policy

All students are expected to be in attendance each day unless they are ill or a family emergency arises. Instruction begins at 9:15 A.M. If a student is not in their classroom at 9:15 A.M., he/she must be escorted by a parent to the front office to sign-in.

As per common practice among District policy, when a student accumulates six or more absences during a nine-week grading period, the parent will receive notification. In addition, when a student accumulates ten unexcused absences (not including suspensions) within a 90-calendar day period, a letter will be sent to the parent or guardian. Students who display a pattern of non-attendance may be required to present medical evidence.

Excused Absences

Examples of excused absences are:

1. An illness of the student or a medical/dental appointment
2. A death in the immediate family of the student
3. An observance of established religious holiday
4. A preplanned absence for personal reasons that is acceptable to school administration
5. A subpoena by a law enforcement agency or a required court appearance
6. Any emergency for a reason acceptable to school administration ie (severe weather, fire/flood to the home, incident on the way to school)

Unexcused Absences

Unexcused absences – absences that:

1. Are caused by truancy of the student
2. Are caused by an out-of-school suspension
3. Absences that do not fall under the excused absence standard above.

Make-Up Work

A student who has been absent and whose absence is **excused** is permitted to make up the work missed after returning to school. All make up work must be completed within 2 days of student returning to school (excluding holidays and weekends). If not completed within 2 days unfinished, make up work, will result in a zero.

Thank you in advance for helping our students excel in school attendance. Please sign the portion below and return to the SCA Administration office.



I have received and support the Scholars Christian Academy Attendance Policy. I am aware of my role as parent/guardian to ensure my child is in attendance regularly and on time for classes.

Parent Signature:

_____ Date: _____

Student Name:
