

LOWER SCHOOL ATTENDANCE POLICY

School hours are from 8:15 am to 3:15 pm.

ABSENCE AND ATTENDANCE

Absence from school usually results in reduced learning. Extensive absences can make it difficult for a student to stay current at ECS and may put a student in a position where academic success becomes virtually impossible.

Parents must sign students in or out in the school office when leaving or returning to campus.

Absences

Call the Lower School office at 754-4420, or send an email to your child's teacher and lowerschooloffice@ecseagles.com if your student is or will be absent.

When your child is absent from school, his/her work may be picked up each day. If you want to get your child's work, contact your child's teacher **in the morning**. Early notice will give the teacher time to get the work together without having to take time away from instruction. The teacher will make every effort to have the work ready and in the office by 2:45. Often teachers do not have a special area class until the last hour of the day and are not able to have the work in the office earlier in the day.

ECS strongly encourages parents to submit a note prior to any planned absence.

Though we understand and appreciate the value of family vacations and mission trips, we strongly recommend that such trips not be taken during school. Research indicates that if a student misses 7 days a year, his academic work suffers. There is also an impact on the community of learners as well as the teacher. However, if extenuating circumstances do not allow you to plan such trips when school is not in session, **send a written note or email to obtain administrative approval in advance and to arrange for make-up work.**

Students should stay home if they are sick. If a student is too ill to come to school, everyone will stay healthier if he/she stays home until well. Please remember that a student should be **fever-free (without fever-reducing medication) and/or vomiting and diarrhea** for 24 hours before returning to school. Health care professionals stress the importance of this policy for the well-being of our entire school community.

Student absences from class or school for all or part of a day fall into two categories: excused or unexcused. Examples of EXCUSED absences include, but are not limited to personal illness, a serious illness in the family, a death in the family, a school-sponsored trip, a medical appointment, a court appearance, a family or church-related activity, or an absence due to providential hindrance.

Examples of UNEXCUSED absences include, but are not limited to, in-school suspensions, out-of-school suspensions, sleeping in, and staying home to "study for a test" or "catch up on work." Unexcused absences are subject to academic penalties at the discretion of the principal. For each in-school suspension, out-of-school suspension or truancy, two (2) points will be deducted from student's quarter grades.

Remember that all planned, extended absences must receive prior approval. Please submit a written request (email is acceptable) to Mrs. Cowart (***copy your child's teacher***) *as soon as you know about your planned absence. If you want your child's work for the days of the absence, please request it when you submit your letter. Every effort will be made to have that work ready for your child on his/her last day before you leave. Any work that cannot be given ahead of time must be made up when the student returns.*

Whether an absence is excused or unexcused, the student is expected to make up missed work in a timely manner. Work not made up in a timely manner may receive a reduced score or a zero. Your child's teacher will inform you of dates due.

Excessive absences may require a parent conference.