

**Covenant Love Community School
Comprehensive Attendance Policy**

A. Objectives - The objectives of the Comprehensive Attendance Policy are:

1. to accurately track the attendance, absence, tardiness and early departure of students to and from Covenant Love Community School;
2. to ensure sufficient pupil attendance of classes so that pupils may achieve State mandated education standards;
3. to promote positive habits and responsibilities among students;
4. to track student location for safety reasons and to account to parents/guardians regarding the location of children during school hours.

B. School Day Details -

1. Academic School Day: 8:30 am - 2:45 pm
2. School Office: 7:45 - 3:00
3. Morning Arrival Times: Buses arrive between 7:45 am and 8:15 am. A parent/guardian driving his or her children to school shall plan to arrive during the same time frame. The Morning Monitor will supervise the students from 7:45 am until they are released to their homeroom teachers at 8:25 am.
4. Afternoon Departure Routine: Buses arrive between 2:30 pm and 3:00 pm. A parent/guardian who is picking up his or her children shall plan to arrive between 2:45 and 3:00pm. Each pupil's normal departure routine (i.e. bus to home, bus to childcare, parent pick up, car pool, etc.) will be established by the parent/guardian at the beginning of each school year. If the normal routine will not be followed on any given occasion, the parent/guardian will alert the school office of the modified plans by written note, email or phone communication.
5. Daily *Dismissal List*: The Dismissal Monitor will check off each student from the *Dismissal List* as they leave on their respective buses. A parent/guardian will sign out the student on the *Dismissal List* before leaving with him or her. Any student remaining after 3:00pm will become part of the Afterschool Program.
6. Late Arrival/Early Departure: The parent/guardian will sign the student in or out at the School Reception Desk on the *Sign In/Sign Out Sheet* whenever he or she is entering or leaving the building at times other than the official beginning and ending of the academic school day.

C. Attendance Reporting -

1. The Attendance Officer will record daily student attendance electronically in PraxiSchool using the appropriate notations as defined by the system. Homeroom teachers will note daily student attendance in their Attendance Binder. Once each quarter, the electronic and paper attendance records will be reconciled.
2. The Administrative Aide on duty will create a *Daily Attendance Report* that includes a listing of all student and faculty absences, student tardies, and any special dismissal instructions, including planned early departures. A copy of this report will be placed in the Principal's mailbox and posted on the school bulletin board.
3. The Administrative Aide will contact the parent/guardian of all students who are absent to confirm their status.
4. A subject teacher will confirm that any student not present in his or her class is noted on the *Daily Attendance Report*. If the non-present student is not listed as absent, it will be reported to the office. The whereabouts of the student will be determined.
5. The Administrative Aide will note any absences or special dismissal instructions on the daily *Dismissal Sign-Out Sheet*.
6. A Part-time student will be signed in and out by a parent or accompanying adult on the *Sign In/Sign Out Sheet* at the Reception desk upon arrival and departure.

D. Excused and Unexcused Absences - When a student is absent, a parent/guardian will submit a note explaining the absence to the school upon the student's return. The office will retain the notes and make the appropriate notations electronically in PraxiSchool. An absence must be recorded as excused or unexcused, according to the following definitions:

1. Excused Absences – illness or medical emergency (of student or of a family member for whom the student must take over responsibilities or care for); medical or dental appointment; legal matters, including court appearance; a death in the family; impassable roads from home to school; an emergency closing in the student's district when CLCS is in session; school approved music lesson, competition, or performance; religious observance; athletic team travel; other absences approved at the discretion of the principal and/or administrator.
2. Unexcused Absences - any absence, tardiness, or early departure for which the pupil has no valid school approved excuse; shopping trips, oversleeping, skipping classes; accompanying a parent/guardian to work; electing to stay

home; any absence without a parent/guardian note; family vacations (except as noted in D.3).

3. Family Vacations - The school strongly recommends that family vacations be planned around scheduled school breaks. Family vacation days taken when school is in session are unexcused unless the following criteria are met:
 - a. The family trip is educational in nature.
 - b. The parent/guardian obtains approval of the absence from the school administrator and/or principal at least two weeks prior to the trip.
 - c. An educational itinerary is submitted at the time of the request. Confirmation that this itinerary was adhered to must be made by the parent/guardian upon return from the trip.
 - d. Arrangements are made for school work to be made up, as determined by the classroom and/or subject teachers.

E. **Frequent Absences** - Students who are absent in excess of 20 days may be required to repeat the grade or a particular course. A properly excused absence, for which the pupil has performed any assigned make up work, shall not be counted as an absence for the purpose of determining the pupil's eligibility for course credit. Demonstration of proficiency is required.

F. **Tardiness** - A student entering the building after 8:30 am is considered tardy. Lateness due to any of the listed excused absences (D.1) is considered an excused tardy. We believe starting the day by arriving late is detrimental because it is poor training, it distracts the rest of the class, and causes the student to miss a vital part of the school day.

G. **Coding System** - The following coding system shall be used in the PraxiSchool system, along with an explanation for a pupil's missing all or part of the scheduled instruction:

P = present

E = event

ER = early release (partial day; i.e. Dr. Appointment)

Ax = excused absences (weather, Music lessons, see D.1)

Au = unexcused absences

Tx = excused tardy

Tu = unexcused tardy

S = suspension

H. **Review of Attendance Records** -

1. The Principal and/or Administrator shall be responsible for reviewing pupil attendance records and initiating appropriate action to address unexcused pupil absence, tardiness and early departure. This action includes but is not limited to parent/guardian conferences, and in-school disciplinary action.

2. The Administrative Team shall annually review the attendance records, and if such records show a decline in pupil attendance, the team shall revise the comprehensive pupil attendance policy and make any revisions to the plan deemed necessary to improve pupil attendance.

I. **Strategies and Incentives** - In order to encourage student attendance, the following strategies and incentives shall apply:

1. **Class Participation Assessment:** Individual class grades are positively affected by class attendance and participation.
2. **Notice of Absences:**
 - a. When a pupil is not present for the first period of scheduled instruction or any class period throughout the school day, the school will contact the pupil's parent/guardian to confirm the nature of the absence.
 - b. The Attendance Officer and/or Teachers will periodically notify parents/guardians of specific dates of unexcused absence or tardiness. This information is also available to parents/guardians through the Parent Portal of PraxiSchool.
 - c. At the end of each marking period the pupil's parent/guardian shall be notified via the student report card of each unexcused absence or tardiness.
3. **Disciplinary Procedures** - For every three unexcused absences, tardies, early departures, or any combination thereof within one marking period, the student may receive a silent lunch (restricted lunchtime recess), or other disciplinary action deemed appropriate.
4. **Incentives** - Teachers shall work with the Principal and/or Administrator to create and implement incentive programs for excellent attendance, including but not limited to Perfect Attendance Awards.
5. **Intervention Strategy Development** - The faculty and administration of the school shall work with parents/guardians of students with chronic attendance problems to discover the underlying cause(s) and implement a workable plan for attendance.