

Cortland Christian Academy

Comprehensive Attendance Policy

Updated Fall 2019

In the belief that regular school attendance is an essential component to effective learning and academic success, Cortland Christian Academy has adopted the following Comprehensive Attendance Policy.

DEFINITIONS

- **Excused**: An absence, tardiness or early departure may be excused if due to personal illness; serious illness or death in family; impassable roads due to weather; religious observance; quarantine; required court appearance; attendance at health clinic; approved college visit; approved cooperative work programs; military obligations; medical, dental, or counseling appointments; ministry responsibilities; approved alternate educational pursuits, or administrative approval/emergency situations that prevent a student from attendance. (adapted from NYSED)
- **Unexcused**: An absence, tardiness or early departure is considered unexcused if the reason for lack of attendance does not fall into the above categories. Examples of unexcused include (but are not limited to) truancy, needed at home, missed the bus, family trips or vacations, shopping, hunting, fishing, work, baby sitting, haircuts, convenience, or oversleeping.
- **Tardy**: Any student not in his/her assigned homeroom or first period class within five minutes after the start of the scheduled school day is considered either absent or tardy. The regularly scheduled start of Cortland Christian Academy's school day is 7:50 AM. Students arriving by local public school district transportation systems are not considered to be tardy.
- **Half-Day**: After 9:00 AM, students arriving by 11:30 AM are considered to be absent for a half-day. Students who depart between 11:30 AM and 1:00 PM and do not return are considered to be absent for a half-day as well.

ATTENDANCE PROCEDURES

- Daily attendance for Pre School through Fifth Grade students is taken in their classrooms.
- Daily attendance for Sixth through Twelfth Grade students is taken by a sign-in system in the main office.
- Attendance for students in Sixth through Twelfth Grades will be taken in each class period.
- Parents are asked to notify the office in the event their child is going to be absent for the day.
- A written explanation for an absence should be submitted upon a student's return to school. Whether the absence is considered to be excused or unexcused is determined on the basis of the definitions listed above.
- Absences of more than 5 consecutive days due to illness require a doctor's excuse upon a student's return to school.

ATTENDANCE RECORDING

Daily attendance is recorded in the RenWeb Student Information System. Cumulative daily and class attendance is reported on quarterly report cards and on permanent record cards annually.

ATTENDANCE SANCTIONS AND CONSEQUENCES

- The status of any student who accumulates 25 or more absences for any reason in a given year will be taken under advisement the following year. Instances of extended absences due to illness, injury, or other extenuating circumstances will be addressed on a case-by-case basis.
- Seniors who accumulate 20 or more absences prior to May 1 will forfeit the privilege of participating in their end-of-year senior trip.
- Three instances of tardiness (for any reason) or three unexcused early departures will equal one absence.
- For students in Sixth through Twelfth Grades, a percentage of their quarter grade in each class will be based on class attendance.

ATTENDANCE INCENTIVES

- Perfect Attendance Awards are presented during the End-of-Year Awards Ceremony. A student is considered to have attained perfect attendance when he/she is present for each and every day of school and has no instances of absence due to tardiness/unexcused departures from school. A single half-day absence will not disqualify a student from earning Perfect Attendance recognition.
- Students not in attendance due to involvement in school-sponsored, sanctioned, or approved trips, activities, or competitions will be counted as present on those days.