



## ATTENDANCE POLICY for ELEMENTARY STUDENTS

Regular attendance enables a student to build habits that promote lifelong success. Following state legislation, Logos Academy records both excused and unexcused absences as well as unlawful absences, which can lead to truancy.

### HOW SHOULD I NOTIFY THE SCHOOL WHEN MY STUDENT IS SICK?

**1. ON THE DAY YOUR STUDENT IS SICK: Call the office by 9:30 a.m.**

**2. FOLLOWING YOUR STUDENT'S ILLNESS,** you have up to **five school days** to provide a written note, a doctor's note, or an online electronic notification on the website. PLEASE NOTE: If you neglect to submit written communication, the absence will be considered unlawful. Parents/guardians may submit up to **10 illness excuses** for the year without a doctor's note. After that, a doctor's note is required. (For prolonged medical absences, see section regarding "Extended Absences" below.)

There are several ways to submit a written excuse following an illness:

**Send an excuse to school in your student's blue folder (choose one of the following):**

- A hand-written note from you with the date(s) and reason for absence
- A note from your student's doctor
- An absence excuse form, available from the school office or on the website

**Submit an excuse online:**

- Submit on the main page of our website. Click the "Student Absence Form" link on the top right-hand corner of the page or in the "Family Resources" section on the lower right side of the page, and complete the form.

### OTHER EXCUSED ABSENCES

**Illness that starts at school:** When students are sent home sick for vomiting or having a fever of 99.9 degrees or higher, their absence will be excused. Please do not send your student back to school for a full 24 hours after their last episode of fever or vomiting. Please provide a note upon your student's return for our records.

**Family emergencies:** Logos Academy understands that unforeseen events occur. Family emergencies that center around and specifically include the student may be authorized as a lawful absence at the discretion of the principal. Please notify the student support coordinator in the event of an emergency.

**Field trip absences:** Logos Academy encourages family time as well as educational/church opportunities. If you know in advance that your student will be absent for a family event, submit a field trip absence request form (located on the parents' page of the school website.)

- Families are asked not to plan a field trip absence during the last 10 days of the school year.
- All field trip absence requests will be evaluated by the principal on a case-by-case basis, taking into consideration the student's academic/behavioral records, the quality of the experiential learning experience, the nature of the family event, and the requirements of our course schedules and academic assessments.



- Some examples of excused field trip absences are an educational trip, sports participation, immediate family member's wedding, or church attendance. Students are allowed a total of 10 days of excused absences in this category each year.

## UNLAWFUL ABSENCES

### **An absence becomes unlawful when:**

- no written parent communication is provided within five days after the absence
- students are kept out of school to support the needs of parents/guardians or other family members

**After three unlawful absences**, we are required to notify you in writing. A letter will be sent home to families. This letter will explain Pennsylvania truancy laws and consequences.

**After six unlawful absences**, the parent/guardian and student will be required to attend an attendance meeting and a Student Attendance Improvement Plan will be enacted. If there is still no improvement and the student continues to be habitually truant, it must be reported to the Dauphin County Office of Children, Youth, and Families (according to Act 138.)

**After ten unlawful absences**, a meeting with the principal is required to determine if your student can remain enrolled. The student may be withdrawn from the school at the principal's discretion.

**Please note: four unexcused tardies count as one unlawful absence (see "Tardy Arrival" below.)**

## EXTENDED ABSENCES

The administration at Logos Academy understands that there may be extreme cases in which a student will be absent for an extended period of time (e.g., severe illness.) Parents/guardians should be aware that Logos Academy is not equipped to serve the educational needs of a student who is unable to attend school for an extended period of time, and families may be required to find other educational options. Should such a situation occur, however, Logos Academy will work with the family on a case-by-case basis to accommodate the situation as best as possible, to minimize the disruption of the educational process.

## ARRIVAL/DISMISSAL POLICIES

Students who arrive on time benefit in a number of ways. They have time to interact with their classmates before the school day begins; they have time to complete their morning work, which allows them to review vital math, grammar, writing, and reading skills; and being in attendance for prayer and time of reflection with God allows for a smooth beginning to the day's schedule.

### TARDY ARRIVAL

Any student who enters the front door after 8:35 a.m. with a lawful excuse (such as a doctor's note, a late school bus, or a court order) will be marked as having an excused tardy. Parents/guardians of tardy students will be asked to sign in and to fill out a tardy slip explaining the lateness. **Four unexcused tardies will be counted as one unlawful absence.**

### EARLY DISMISSAL

If your student needs to be dismissed early for a medical appointment or a court hearing, contact the student support coordinator via Remind or phone the morning of the dismissal explaining the excuse. If a student attends school for less than three and a half hours on a regular day or two hours on an early dismissal day, they will be counted as absent (and it will not be excused without a valid note.) All dismissal changes for any student must be made prior to 2:30 p.m. (or 10:45 a.m. on early dismissal days) to ensure that proper transportation is arranged.

### STUDENT PICK-UP

**Hours:** School hours are 8:25 a.m. to 3 p.m., Monday through Friday. Breakfast will be available. Please do not drop off your student before 8:25 a.m.. Students must be picked up at 3:00 p.m..

**Late Pick-ups:** There is a 15-minute grace period for emergency situations. Contact the student support coordinator via Remind or phone if you will be late picking up your student. Repeated late pick-ups will put your partnership with Logos Harrisburg in jeopardy and could affect your student's enrollment.

**Late Fees:** Students who are not picked up by 3:15 p.m. will have a late fee assessed to their tuition invoices according to the schedule below:

- 3:15 p.m. to 3:30 p.m. = \$5.00/student
- 3:30 p.m. to 3:45 p.m. = \$10.00/student
- 3:45 p.m. to 4:00 p.m. = \$15.00/student
- 4:00 p.m. to 4:30 p.m. = \$20.00/student

By signing below, I acknowledge that I have read this policy and I agree to comply with the regulations.



Signed \_\_\_\_\_

Date \_\_\_\_\_