

STUDENT ILLNESS/ABSENCE

Regular attendance is critical to the learning process. Furthermore, through regular school attendance, students develop habits of self-discipline and responsibility. On the other hand, absenteeism causes a variety of problems for the student, teacher and class. We encourage parents to be supportive of consistent school attendance.

Central Virginia Christian School expects students to be in attendance for all classes. In keeping with the Virginia State Board of Education guidelines, the following policies and procedures have been established by the Board of Directors:

1. When the student becomes ill at school, the parent or designated emergency contact will be notified.
2. In order to receive credit for attendance, the student must be present for three and one-half hours of the school day.
3. When a student is to be absent for an unforeseen reason (illness, death in family), **the parent should contact the school office by 9:00 a.m.** The office will notify the teacher of the absence. The student's assignments will be available in the office by 2:30 p.m.
4. Students will be allowed one day for every day missed to complete and turn in missed work when the absence is excused. The parent (K-4) and student (5-8) are responsible for obtaining assignments during the student's absence.
5. Early pick-up from school is highly discouraged. However, if a student leaves school early due to illness or medical appointment, the student's parent must sign him/her out in the office and obtain make-up work.
6. **CVCS distinguishes between excused absences, scheduled absences and unexcused absences.** Categories for excused absences include:
 - a. Illness of the student.
 - b. Death in the student's immediate family.
 - c. Medical or dental appointments that could not be scheduled after school.
 - d. School-sponsored activities.
7. **Scheduled absences (planned absences for family or extracurricular activities) must be approved TWO WEEKS PRIOR to the absence(s) using the designated approval form (available on CVCS website and from the office). A maximum of five days/year are granted for scheduled absences.**

For an approved, scheduled absence, students are given a day for every day missed to make up work. If a student exceeds the five day allowance, any additional absences which are not excused will be treated as unexcused, and work is due the day of return. In Middle School, students are responsible for contacting each teacher using a routing

form provided at the time of approval. Middle School parents should not email the teachers.

In elementary school, students will also be provided with a form to record make up work and due dates. However, more parental support will be necessary to ensure that the student obtains and completes the work.

If approval is not obtained two weeks prior to the absence, then the absence(s) are considered unexcused.

8. Absences that do not fall into one of the above categories are considered UNEXCUSED, and missed work is due immediately upon returning to school unless otherwise specified by the classroom teacher.
9. Greater than five unexcused absences during the school year is unacceptable, and there will be NO grades given on any make-up work. (i.e. A student with more than five unexcused absences will receive zeros for graded work that was missed.)
10. CVCS maintains a 90% attendance rule. Based on a 180 day year, the maximum TOTAL (excused and unexcused) absences allowed are 18 per school year. If a student exceeds the maximum number of absences, he/she may not receive credit for each class missed (grades 5-8) or may risk needing to repeat his/her grade (K-4).
11. Absences due to long-term illness or extenuating circumstances will be handled on an individual basis by the Administrator and School Board.

TARDINESS

A student is considered tardy if he/she is not seated in the classroom by 8:15 a.m. Tardies must be held to an absolute minimum. Tardy students need to bring a signed note by the parent stating the reason for being tardy, and they must check in at the office before going to class.

Every three tardies accumulated in a grading period will be considered an absence and will be recorded on the report card. Excessive tardies will warrant a parent conference to determine appropriate measures to alleviate the problem.