



ATTENDANCE POLICY

Regular attendance invites a student to build habits that promote lifelong success. Due to state legislation, Logos Academy/New City School records both excused and unexcused absences as well as unlawful absences that lead to truancy. These categories are defined below.

EXCUSED ABSENCES

Daily absences should be recorded on our website homepage by clicking the light blue "Student Absence Form" button on the lower right hand side of the page. Please complete the form that is linked to this button and press submit.

Pre-planned absences: a request form is provided on the Parents page of our school website to submit all future absence requests (i.e. vacations, family events, etc).

Doctor's notes should be emailed to cindy@ncshbg.org or turned in to the student's teacher.

The following absences will be recorded as excused:

Medical: Medical reasons documented with a parent/guardian or doctor note submitted within 5 days of student return from absence. Up to 10 medical absences are allowable with only parent/guardian notes. Additional medical absences must be accompanied by a doctor's note. (For prolonged medical absences, see section regarding "Extended Absences" below.)

School policy: Students sent home sick for vomiting or having a fever of 99.9 degrees or higher are asked not to return to school for a full 24 hours after their last episode.

Pre-planned Absence: (up to 10 school days): Logos Academy/New City School encourages family time as well as educational/church opportunities. Whenever such an opportunity or event arises, parents are asked to fill out the pre-planned absence request form online (at least ten days in advance when possible). Families are asked not to plan an absence during the last 10 days of the school year. All pre-planned 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 pre-planned absences are an educational trip, sports participation, immediate family member's wedding, or church attendance.) Students are allowed a total of 10 excused absences in this category each year.

Emergencies: Logos Academy/New City School 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.



UNEXCUSED AND UNLAWFUL ABSENCES

Unexcused Absences: Absences that do not qualify for one of the excuses above will be recorded as unexcused. After 10 unexcused absences, a meeting with the principal is required to determine if the student can remain enrolled.

Unlawful absences: In addition, some unexcused absences must be recorded as unlawful absences. Unlawful absences include any cases where:

- no parent communication is provided
- students are kept out of school to support the needs of parents/guardians or other family members
- four unexcused tardies have occurred (each tardy is recorded as 0.25 of an unlawful absence)

When a student reaches three unlawful absences, an email/letter will be sent home to families. This letter will explain Pennsylvania truancy laws and consequences. If a student is habitually truant (at six unlawful absences), the parent(s) 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, this must be reported to the Dauphin County Office of Children, Youth, and Families (according to Act 138). The student may also be withdrawn from the school at the principal's discretion.

EXTENDED ABSENCES

The administration at Logos Academy/New City School 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/New City School 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/New City School 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

Benefits of Timely Arrival: Students experience numerous benefits from coming to school on time.

- **Social interactions with classmates:** Coming to school on time enables the student to interact with his or her classmates before the school day begins.
- **Learning flourishes with review:** Completing the morning work at the beginning of the day allows students to review vital math, grammar, writing, and reading skills.
- **Circle Time:** Being in attendance for prayer and time of reflection with God allows for a smooth beginning to the day's schedule.



TARDY ARRIVAL

Excused: Any kindergarten student who enters the front door after 9:00 a.m. with a lawful excuse (such as a doctor's note, court order, or a late bus) will be marked as having an excused tardy.

Unexcused: Any kindergarten student who enters the school building after 9:00 a.m. without a lawful excuse will have an unexcused tardy recorded. (Four unexcused tardies equals one unlawful absence, and three or more unlawful absences will be treated as truant, as described above under the "Unexcused and Unlawful Absences" section.)

EARLY DISMISSAL

For a student to be dismissed early or to leave school for any portion of the day, the parent/guardian must send an email to the office (info@ncshbg.org) by the morning of the dismissal authorizing the absence and explaining the lawful excuse (such as medical appointment or court hearing.) 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 for kindergarten students for 2018-2019 are 9:00 a.m. (8:30 a.m. for breakfast) to 3 p.m., Monday through Friday. Please do not drop off your student before 8:30 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. Parents/guardians must contact the office if they will be late picking up their child. 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 _____