

Attendance Policies

Absences

If a student is absent from school, the school is to be notified.

1. On the day of absence, the parents must notify the school office.
2. **BEFORE SCHOOL**, on the day of return, the student must turn in to the office a note from the parent or guardian that contains the following information:
 - * Student's name
 - * Date(s) and day(s) of absence
 - * Reason for absence
 - * Signature of parent or guardian
4. Excused Absences are
 - * Illness
 - * Bereavement
 - * Legal Obligation
 - * Medical or dental appointments
5. NOTE: Parents choosing to hold students out of school for any reason other than the above are advised that their students may not receive credit for any work missed on those days, unless the school is notified one week in advance of the absence. If a one week notice is given, all schoolwork must be arranged with teachers prior to the days of absence.
6. NOTE: **Students must attend four (4) or more classes (a block class equals two classes) in a school day to participate in or attend any extra-curricular activities (such as drama, music, or athletic practices or events) for that day.** If absent on a Friday, Students may not attend events that are held on a Friday. A student may attend, but not participate in a Saturday activity unless prior approval is granted by the administration.

Truancy

Absence from school without parental consent is truancy and may result in a suspension.

NOTE: Unexcused absence from any class or chapel service is considered truancy. A Saturday workday or possible two-day suspension may be issued.

Tardies

Studies and experience have shown that excessive tardiness to class results in disruption of classes, loss of academic time, and then finally, reduction of student success. To that end, it is extremely important that all students be in their classes on time. Students are to be in the classroom and in their seats when the bell rings to begin class. If arriving late to first period, the student **MUST** report to the front office before going to first period class. If the student arrives 15 minutes or more late, he/she **MUST** be signed in by a parent in the front office. If the student is driving, then a phone call will be made to the parent before the student can attend class. For regular length periods, the student will be considered absent for the class after 15 minutes. For block periods, the student will be considered absent after 30 minutes. Tardiness will be tracked for all class periods of the day. Consequences for excessive tardies are as follows:

1. Students who accumulate three (3) unexcused tardies will receive a conduct referral.
2. If a student receives six (6) unexcused tardies in any one semester, he/she will be placed on zero tolerance, or the parents have the option of shadowing their child for one day.
 - a. A student on zero tolerance will not be admitted to any class to which he/she is tardy.
 - b. The student will remain in the office until that period is over.

- c. No credit is given for work in that class.
- d. The student will remain on zero tolerance for one month.
- e. If, during that time, the student does not receive a tardy, then he/she will be taken off of zero tolerance.
- f. If he/she is tardy to class during the month, then the month is recalculated to begin from the time of the tardy.

Three (3) tardies to a student's first period class will be excused per semester by parents/guardians. After that, all tardies will be counted as unexcused. Tardies/absences will be excused for the following reasons:

1. Illness (parent/guardian note)
2. Bereavement (parent/guardian note)
3. Medical/dental appointments with confirmation of note from doctor.
4. Unexpected delays on freeway (parent/guardian note)

All other tardies, even with a parent/guardian note will be considered unexcused.

Prolonged Absence

Students missing the equivalent of fifteen (15) times in any one particular class, during one semester, will lose credit for that semester's class, and/or may be asked to leave Concordia. Block classes are considered two classes and count as two absences. Missing 15 minutes of a class will count as an absence.

Students missing four (4) days in a row for illness must present a doctor's care paper to return to school.

Late Arrival/Early Dismissal

Juniors and Seniors who are not scheduled for a class the first period of the day or the last period of the day do not have to be at school during those class periods. The student must have a letter from his/her parent or guardian giving permission to come to school late or leave school early. This letter will be placed in the student's file. Students who are on an athletic team will not be allowed early dismissal. Instead, the student must be registered for a class.

Leaving Campus During School Hours

School hours are 7:00 a.m. through 2:40 p.m. Jazzman and Yearbook students start at 7:00 a.m. All other classes begin at 8:10 a.m. Release from school before the close of the school day will be granted only when:

- a. A phone call has been received in the office from parent or guardian.
- b. A parental note has been brought to the front office.
- c. A parent signs the student out in the front office.

Visitors

Because we maintain a closed campus, **students are not allowed to have visitors.** Those wishing to visit during school hours to view the school need to contact the school office and speak to the Admissions Counselor. Only prospective students and alumni are generally allowed to visit. All visitors to Concordia will need to check in at the front office and receive a visitor's pass.

Closed Campus

Concordia runs a closed campus. Entrance to and exit from the campus is controlled. This policy assures parents that their children's whereabouts are known, safety is assured, and the school

takes its "parenting" responsibility seriously. The following rules apply:

1. Students may not leave campus from the time they arrive until school is dismissed for the day without being signed out by a parent or guardian. Students who leave campus at the end of the day are not allowed to return to campus. If a student must return, he/she must call the school and receive permission from the administration.
2. Violation of the closed campus rule will be handled as truancy. If a student must be on campus past 3 p.m. on a daily basis and is not in a supervised activity, he/she must attend an after school study.
3. Once a student arrives on campus, he/she must remain on campus.
4. The campus is open at 7 a.m. After school study ends at 5 p.m. Students should arrange for rides by that time.

After School Study Hall

Students on campus after 3:15 p.m. and who are not involved in an organized school sponsored activity must report to the study hall. Students must be signed out by parent/guardian or a note from parent/guardian if student is allowed to sign him or herself out. Students not following after school guidelines will have disciplinary actions taken. Students on campus after 5:30 will be assessed a charge of **\$1.00 per minute**.