

ATTENDANCE POLICY

If a student is absent, parents should notify the office by 9:00 a.m. This will confirm parental knowledge and consent for the absence. FAILURE TO CALL WILL RESULT IN AN UNEXCUSED ABSENCE.

Three unexcused absences will result in the assignment of a Saturday School or In School Suspension, three of which will result in an Out of School Suspension. Three Out of School Suspensions in a school year may result in expulsion from FCA.

Consistent school attendance is necessary for the greatest academic achievement and the proper functioning of each classroom. Excessive absences may threaten a student's promotion and/or credit for classes. In general, there are two kinds of absences: ESSENTIAL and NONESSENTIAL. Absences for essential reasons are permitted and therefore "excused" by the school, whereas being absent which are deemed nonessential will normally constitute an "unexcused" absence. Should an absence occur, it will be an essential absence or an excused absence for the following reasons:

- Illness or the death of a close friend or family member
- Doctor, dental, professional help appointments (please try to schedule after school hours)
- Unusual hardship or unexpected emergency
- Pre-arranged, non-essential absence

Students may be "excused" from school for a "non-essential" absence such as a family trip or very special occasion if the school is advised before the absence and the school agrees that the occasion constitutes an excused non-essential absence. It must be understood that this decision cannot be unilateral (left to parental judgment only). This becomes critical when parents have overlooked or ignored school policy on this matter, or do not check with the school prior to a student's absence, since there are penalties attached to unexcused absences.

Unexcused Absences without parental knowledge or consent (truancy) will result in the Independence Truancy officer being notified.

If more than TEN days are missed OR more than TEN tardies occur in a given semester, excused or unexcused, a parent / teacher conference will be scheduled to determine if credit for that semester can be given.

If a student arrives late to school, parents must sign the student in at the main office and the student will receive an "Admit to Class" slip before going to class.

Failure of the parent to sign in will result in an unexcused tardy for the student.

When a student arrives late to school, it causes a disruption to the classroom that is already in progress and creates tension in the environment while others wait for the student to get prepared for class. It is extremely important that you, as parents, help your child begin the day positively by getting your student to school and in class by 8:30 a.m.

A student cannot receive perfect attendance if they have more than five (5) tardies in a semester.

STUDENT RELEASE

FCA has a binding agreement with parents to ensure and safeguard their child's safety while at school.

1. A teacher will release no student during the day for any reason without specific instructions from the office.
2. All requests for early release from school must be approved by the administration for authenticity and appropriateness.
3. Written or phone authorization must be received from custodial parents before children can be released to a non-custodial adult.
4. Should a written or personal request be made by a non-custodial parent for early release of, or visit to, a child, such a request will be honored only with (a) the consent of the custodial parent by telephone or note; or (b) instructions from a court.
5. Should a custodial parent request that the school prevent a child from any contact with the non-custodial parent, the custodial parent shall be requested to submit to the school a final judgment and/or settlement agreement serving as a basis for his or her request.

SIGN IN / SIGN OUT PROCEDURES

Parents coming during class time to drop off or pick up their children must report to the office and **NOT** to the student's classroom. Teachers have been instructed not to dismiss a child early unless contacted by the school office. **Parents must sign their children in and out in the school office if arriving late or leaving early.**

TARDINESS

All students are expected to be in their seats and ready to start class or praise & worship / devotion time or chapel promptly at 8:30.

Students tardy to school/class with excused tardy note (medical, dental or other pre-arranged excuse) should report directly to the office for an excused tardy pass. Students tardy to school/class without a pre-arranged tardy will report to the office for an unexcused tardy pass and assignment of lunch detention.

Three unexcused tardies will equal one unexcused absence. Three unexcused absences will result in a Saturday School Detention or In-School Suspension. Three Saturday School Detentions or In-School Suspensions will result in Out of School Suspension with Community Service. Three suspensions in a school year could result in notification to Truancy for non-compliance of attendance regulations in the State of Missouri.

We have received and reviewed the policies and guidelines set forth in the 2013-2014 Attendance Policy and agree to abide by them.

Father/Guardian Signature

Date

Mother/Guardian Signature

Date

ILLNESS GUIDELINES

The following symptoms may require you to pick up your child:

- Fever and a sore throat, rash vomiting, diarrhea, earache, irritability, green or yellow nasal drainage or confusion. Fever is defined as having a temperature of 100 degrees F or higher under the arm or 101 degrees F or higher orally.
- Diarrhea: three or more episodes of runny, watery or bloody stools with or without an elevated temperature.
- Vomiting: with or without an elevated temperature
- Undiagnosed body rash with fever or any rash that is oozing secretions.
- Any open areas on the body that exhibit signs and symptoms of infection, such as yellow or green drainage, redness at the site, if the area is warm to the touch or the student/client has an elevated temperature.
- Sore throat with a fever and swollen glands.
- Any eye discharge that is yellow or green in color.
- Yellowing of the skin or eyes.
- Severe coughing: student/client becomes red or blue in the face for an extended period of time, makes high pitched whooping sound after coughing, coughs up secretions that are yellow, green, blood tinged or tan in color.

If a student complains of illness, the teacher will send the student to the office. A temperature of 100, vomiting, diarrhea, or marked signs of contagious conditions will warrant an immediate call to a parent to take the child home. If a parent cannot be reached within 30 minutes, the emergency number will be called.

Please do not send your child to school if they have any of these symptoms:

- **Cold symptoms with coughing, sore throat, sniffles or sneezing;**
- **Fever (100+ degrees);**
- **Upset stomach, vomiting, abdominal pain, and diarrhea;**
- **Undiagnosed rash or skin lesions, red or discharging eyes, earache, swollen glands.**

Symptoms should be gone for a least 24 hours before returning to school.

FCA desires to maintain a healthful school environment by instituting controls designed to PREVENT the spread of communicable diseases. The term “communicable disease” shall mean *an illness, which arises as a result of a specific infectious agent, which may be transmitted, whether directly or indirectly, by a susceptible host, infected person, or animal to other persons.*

A teacher or administrator that reasonably suspects that a student or employee has a communicable disease will immediately notify the school office. The reportable diseases include the following:

Acquired Immune Deficiency Syndrome (AIDS), AIDS Related Complex (ARC), Amebiasis, Animal Bite of Humans by a potentially rabid animal, Anthrax, Botulism, Brucellosis, Campylobacteriosis, Chancroid, Dengue, Diphtheria, Encephalitis, Giardiasis (acute), Gonorrhea, Granuloma Inguinale, Hansen’s Disease (Leprosy), Hemorrhagic Fevers (HIV), Legionnaire’s Disease, Leptospirosis, Lymphogranuloma Venereum, Malaria, Measles (rubeola), Meningitis, Meningococcal Disease, Mumps, Paralytic Shellfish Poisoning, Pertussis, Pesticide Poisoning, Plague, Poliomyelitis, Psittacosis, Rabies, Relapsing Fever, Rocky Mountain Spotted Fever, Rickettsia, Rubella including congenital, Salmonellosis, Schistosomiasis, Shigellosis, Smallpox, Swine Flu (H1N1 Virus), Syphilis, Tetanus, Toxoplasmosis acute, Trichinosis, Tuberculosis, Tularemia, Typhoid Fever, Typhus Vibrio Cholera, Vibrio Infections, Yellow Fever.

Any student or employee in need of immunization will be temporarily excluded from school while ill and during recognized periods of communicability. If the nature of the disease and circumstance warrant, FCA will require an independent physician’s examination of the student or employee to verify the diagnosis of communicable disease.

FCA has adopted the following policy concerning the acceptance or retention of any student known to have tested positive for the HIV, or AIDS virus. This particular communicable disease has been demonstrated by the medical community to be extremely difficult to “transmit,” or, “communicate,” to another person other than through the transfer of body fluids such as blood or semen. However, since AIDS is 100% fatal, the real significance of the risk is not determined by the low odds of getting it but rather by the zero odds of recovering if one does contract it. With still no cure or immunization available, extreme care must be taken around any HIV infected person. FCA desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. Strictly enforced controls could be put into place to accommodate a student who is HIV positive and who would otherwise be eligible for acceptance. These controls would undoubtedly include restriction from group PE, athletic competition, and activities where physical injury was more likely to occur. It would certainly not be the desire of FCA to deny Christian children the fellowship and training of this school because they were the innocent victims of HIV infected parents or tainted blood transfusions. However, if the disease were contracted through immoral sexual activities or drug abuse, a student’s admittance would be based upon the pre-established policies relating to these specific behaviors.

STATE LAW requires that ALL students be up to date on all immunizations and have a Certificate of Immunization on file in the school office WITHIN 30 DAYS of the start of school.

All prescription medications along with dosage information must be brought to the school Administrator for dispensing. The medication must be in the original container stating the doctor’s name and prescribed dosage along with a permission slip signed by the doctor and the parent for permission to administer the medication.

ABSOLUTELY NO MEDICINE MAY BE HELD BY THE STUDENT.