

Providence Christian School of Gig Harbor

Attendance Policy

Education and learning enables and empowers all children. Regular school attendance affords every child the opportunity to learn something new, to build self-esteem, to reinforce positive values, to interact with others, and to become an effective and productive citizen.

ARRIVAL:

Student arrival time is 8:25 a.m. A student is considered tardy if arrival is after Prayers & Pledges activities. Students who are tardy must sign in, with their parent/legal guardian, and obtain a tardy pass. The student's parent/legal guardian must sign the Tardy Log and provide a reason for the tardiness before taking a tardy pass. The parent must then walk the student to class. The student is to give the pass to the teacher while the parent waits at the door to ensure the student and teacher have made contact.

Tardy passes beyond three per month or a pattern of tardiness will require a parent conference with the teacher and/or principal.

DISMISSAL:

Pick-up time for Kindergarten is 1:15 p.m.; First through Sixth Grade is 3:05 p.m.

Early dismissals require a written note from the parent/legal guardian informing the teacher of the time requested to pick-up her/his child that day. Early dismissals in excess of three per month or a pattern of early dismissals will require a parent conference with the teacher and/or principal. Parents are requested to schedule students' appointments on the early release days (for staff professional development). The dates are listed on the school calendar.

PCS understands there are special circumstances that might arise, causing an exception to the above policy (i.e. medical issues, etc.). Should your family need to request special consideration, please contact your child's teacher and/or the principal.

ABSENCES:

For the success of all students, regular attendance is necessary. We understand it may be necessary for students to be absent from school, therefore, we have established the following guidelines:

- A. Excused absences might include illness or health conditions, religious observance, school-approved activities, family emergencies, pre-arranged vacations, and possible disciplinary action.
- B. If the absence is excused the student shall be permitted to make-up all missed assignments outside of class (under reasonable conditions with time limits established by the teacher). Class participation activities may still adversely affect the child's grade due to the inability to make-up activity conducted during class time.
- C. Parents are required to notify the school before a planned absence. The Excused Absence Request Form is to be used for extended absences. For unexpected absences, parents are to notify the school office on the morning of each day of the absence. If prior notification has not been given, a written explanation is required on the return of the student.
- D. The school shall notify the family in writing or by telephone whenever the student has failed to attend school and is considered unexcused. The notification shall include the potential consequences of unexcused absences.

A conference with the family will be scheduled to address excessive absences. Following the conference, supportive measures will be documented in writing for both the family and student file. If the supportive measures are unsuccessful, the school may temporarily or permanently suspend admission.