

ECA Attendance

Regular attendance at school is necessary if a student is to progress scholastically, be successful in the classroom, and develop responsible work habits which carry over to their adult life. A summary of school attendance is reported on all individual report cards and on student transcripts for college placements and job referrals.

Attendance and Extracurricular Activities

On days that students are to participate in any of Eden's extracurricular activities, he/she must be at school before 11:00 am and stay in school for the remainder of the day or be in attendance at school for a minimum of four (4) hours. Students who do not meet the above criteria on the day of the activity will not be allowed to participate. If a student attempts to participate or does participate, appropriate disciplinary action will ensue.

Decisions regarding both extenuating circumstances for absence/tardy issues and eligibility for extracurricular activities will be reviewed at the discretion of the administration on a case by case basis.

Absence Forms

- [High School Excused Absence Form](#)
- [High School Planned/Extended Absence Form](#)
- [High School Early Dismissal Form](#)
- [College Visit Permission Form](#)

Parents can also email mnattendance@edenca.org to submit high school excuses and early dismissal requests.

Attendance Requirements for Course Credit and Matriculation

A student shall not be granted credit for any semester course if unexcused absences from that course total more than eight (8) periods per semester or for any full year course that total more than sixteen (16) periods per year.

Additionally, any student accumulating 30 or more daily or class absences for the year may be ineligible to pass to the next grade level and/or may need to complete credit recovery options.

Excused Absences

Students are expected to be present and punctual for school and all their classes. Excused absences are described by law in the Pennsylvania School Code and include the following reasons:

- **Personal illness/injury**
- **Serious illness or death of a family member**
- **Emergency medical or dental attention**
- **Medical, dental, or other health-related appointments (with a written doctor's excuse)**
- **School-sponsored event**
- **Absence approved in advance such as college visitations, driver's license examination, extraordinary opportunity, family events (weddings, funerals, pre-planned trips/tours), etc.**

Procedure to Report Absence from School

One of the following methods is acceptable to report absences

- 1. Student reports immediately to the school office and provide a written excuse from their parent(s)/guardian(s)**
- 2. Parent/Guardian sends an email from a parent/guardian account**
- 3. Parent/Guardian responds to the absent/tardy student attendance email, sent by the school office from explaining the absence.**

Absences must be reported to Eden Christian Academy by 9am, and the school office should be notified as soon as possible if an absence of multiple days is anticipated.

The note or email response must be received within three (3) school days of a student's return to school or the absence will be considered unexcused/illegal.

The message must contain ALL of the following information:

- **Student's Name**
- **Date**
- **Days of Absences**
- **Specific Reason for the Absence.**

A note which states "personal reasons" or does not provide a reason that meets the aforementioned criteria will result in the absence being considered unexcused/illegal.

Extended and/or recurring absences will also require a written excuse from an acceptable licensed, medical professional upon return to school.

Missed Work Due to Absence

When middle school and high school students are legally absent from classes, it is his/her responsibility to arrange with his/her teachers to make up for missed work in each class.

The amount of time given to make up this work depends on the amount of time that the student was absent. For instance, if the student is legally absent for two school days, the student shall receive two school days to make up the work, if necessary. Additional days may be granted at the teacher/administrator's discretion. Failure to complete work in the specified time will result in a zero (0).

Students will not receive credit for any class work that takes place during unexcused class absences. Students are required to make up any missed assignments or assessments.

Unexcused/Illegal Absences

An unexcused absence is defined as anything that does not meet the aforementioned criteria, such as truancy, oversleeping, missing the school bus, absences which require approval in advance but was not acquired, employment, hunting, attending ball games sporting events, birthdays or other celebrations, ineffective transportation/automobile breakdowns, etc.

The school will send an email notice home once a student accumulates three (3) unexcused absences during a semester. If a student accumulates six (6) unexcused absences during the semester, then a "Student Attendance Improvement Plan" will then be put into place that clearly outlines consequences for further absences. **Consequences may include loss of credit or, in certain circumstances, a referral to the mag**

Tardy Forms

Below is an excerpt from our Student Handbook outlining our Tardy Policy. Please log in to your FACTS account for complete access to the Student Handbook.

Valid excuses for tardiness include:

1. Illness
2. Severe weather conditions
3. Bus delays
4. Personal accident
5. Family emergency

Please note: All tardies to school are automatically registered as unexcused unless the student presents a valid written excuse when he/she arrives in the school office. Excessive unexcused tardiness to school (more than three (3) per semester) will result in the following disciplinary action:

- Three (3) unexcused tardies: Notification of parent
- Four (4) unexcused tardies: Meeting with student, notification of parent
- Five (4) - Six (6) unexcused tardies: Morning detention, notification of parent
- Seven (7) – Nine (9) unexcused tardies: Saturday detention, notification of parent
- Ten (10) – unexcused tardies: In-school suspension, loss of driving privileges for two weeks
- Ten+ (10+) unexcused tardies: In-school suspension, loss of driving privileges for the semester