

Attendance Policies

Attendance Statement

Attendance is one of the most significant aspects of academic success. Frequent absences for vacations or special interests disrupt the benefits of the classroom experience (e.g., class discussions, lectures, projects, field trips) and instruction, and foster poor habits for the future. Excessive absences, as determined by school administration, may result in formal meetings to determine the underlying cause of the absences. St. Paul's considers absence in excess of 20 days per academic year to be excessive and may result in dismissal. When a student has received their 10th absence, the parents and the student may be required to meet with the Administration to come up with a plan to assist the family in ensuring that the student attends school.

Absence Guidelines

- Students late for school are marked tardy. According to California Education code, students must be present a minimum of four (4) academic hours a day to get credit for a full day.
- When a student is absent from school*, they should report the absence through our [school website](#) **and** send an email to the teacher notifying them of the child's absence. A student who is absent for three (3) or more consecutive days due to illness, must provide a doctor's note to the front office. (Note - Students are marked absent even if a doctor's note is provided. Please try to schedule appointments outside of school hours.)
- For 1/2 day kindergarten, there are no 1/2 day absences.
- If a student arrives at any time of the day, they are legally in attendance. They will, however, have 1/2 day absences recorded.
- ***Students are responsible for work missed while absent and have one day per day missed to make up the work (When special circumstances arise, teachers may, at their discretion, make other arrangements).***

Tardiness (General)

Timely arrival at school is essential if a student is to make use of the educational opportunities the school offers. Being on time develops dependability and responsibility. Furthermore, timely arrival is required by California Education Code. A student's tardiness disrupts the teachers' routines and also impacts the learning opportunities of other students in the class.

Students in grades TK–4 are considered tardy if they are not in their classroom by 8:05 a.m. Students in grades 5–8 are considered tardy if they are not in their classroom by 7:55 a.m. or

are not seated and prepared for class at the beginning of each class period.

Students arriving after the start of the school day must report to the school office before proceeding to class. Office staff will record the tardy and issue a Tardy Slip, which must be presented to the teacher upon entering the classroom.

Tardies may be considered excused for reasons such as medical, dental, or other approved appointments. Documentation may be requested. Delays due to traffic, oversleeping, or other routine transportation issues are not considered excused tardies.

Students are responsible for making up any work missed due to a tardy. Excessive tardiness will be addressed in accordance with the St. Paul's Lutheran School TK-8 Tardiness Policy.

TK-8 Tardiness Policy

Punctuality is essential to student success. Tardies disrupt instruction, interrupt classroom routines, and impact student learning. Our tardiness policy is intended to encourage responsibility, maximize instructional time, and support a positive learning environment for all students.

Attendance

- TK-5: Attendance is taken at the start of each school day.
- 6-8: Attendance is taken at the start of each class period (Middle School operates on a block schedule with 4-5 periods per day, including Homeroom and Exploratories).

Tardiness Consequences

- Three (3) Unexcused Tardies (per day or class): Warning email sent home.
- Five (5) Unexcused Tardies (per day or class): Communication sent home; families are notified that a **\$20 fee** will apply for each additional tardy (6+).
- Ten (10) Unexcused Tardies (or as determined by administration): Student is referred to school administration, and parents may be required to meet to develop an attendance improvement plan.
- Extreme tardiness: As determined by administration, may result in additional administrative intervention, detention, or dismissal.

Additional Notes

- All tardies reset to zero at the start of each quarter.
- Administration determines cases of extreme tardiness.

- Any fees assessed under the St. Paul's Lutheran School TK–8 Tardiness Policy will be billed through the family's FACTS account.

Arrival at and Departure from School

Grade	First Bell	School Begins	Dismissal
½ Day TK/Kindergarten	7:55 a.m.	8:05 a.m.	12:05 p.m.
Full Day TK/Kindergarten & 1st Grade	7:55 a.m.	8:05 a.m.	3:05 p.m.
2nd – 4 th Grades	7:55 a.m.	8:05 a.m.	2:55 p.m.
5 th – 8 th Grades	7:45 a.m.	7:55 a.m.	2:45 p.m.

Students on the grounds before 7:40 a.m. or after 3:20 p.m. will automatically be sent to the School Age Care Program. There is to be no playing on the grounds before school or after school unless it is a supervised activity. The school assumes no responsibility for unsupervised students who arrive prior to 7:40 a.m. and do not report to SAC.

Leaving Campus

If your child needs to leave the campus during the day for an appointment, please send an email to the child's teacher and the office noting the time the child is to leave, the purpose for which he/she is leaving, and the time the child is expected to return. Children are not allowed to leave the campus to eat lunch unless signed out and accompanied by their legal parent or guardian. Parents/Guardians are to sign children out through the office and return them to the office.

Students Leaving Independently

Students leaving campus independently after school must have the box checked "yes" in FACTS Family Portal under "User Defined". Under no circumstances may a student depart the school and wait to be picked up at the church/preschool campus. Supervision is not available on the church/preschool campus for after school pick up purposes.

Teacher After-School Schedule

Teachers assist in the departure process by walking students to pick up areas and supervising those areas. Teachers have been instructed not to meet or discuss student concerns until their parking lot duty ends.

Bicycles/E-Bikes

Students in any grade may ride bicycles to school. The bicycles must be parked in the racks near the Event Center. Students must dismount at the street and walk their bikes to the bicycle rack. State law requires that all students wear helmets while on their bikes. St. Paul's Lutheran School is not responsible for any lost, stolen, or damaged bicycles.

School Age Care (SAC)

St. Paul's Lutheran School Age Care (SAC), led by Miss Kim, Director of School Age Care, provides a safe, caring, and Christ-centered environment for students in Transitional Kindergarten through 8th grade.

SAC offers:

- **Before School Care:** 7:00 a.m. until school begins
- **After School Care:** Dismissal until 6:00 p.m.
- **Half-Day Care:** Available on scheduled half days, except the last day of school

SAC is closed during school holiday breaks. Registration is available online or through the school office. All registration and program fees are billed through FACTS.