



Please sign and return this form to the school office with enrollment papers.

All K4 and K5 students are required to wear school uniforms from RC Uniforms.

KINDERGARTEN ATTENDANCE POLICIES

There is probably no factor more important to successful school progress than regular school attendance. Students who are absent excessively from the instructional program will fall behind in academic achievement. Excessive school absenteeism precedes grade failure, loss of interest, and may result in students being withdrawn from school.

The parent of any kindergarten student who frequently misses instructional time (tardy, early pick-ups, etc.) will be called in for a conference with the administration and will be subject to withdrawal of the student. Students may be immediately withdrawn if their absence level becomes excessive to the point that their academic success is hindered.

VPK (K4) students who are absent must supply a written note from a parent to excuse the absence. After ten (10) absences during the year, a doctor's note is required.

Tardy – Kindergarten students are expected to be on time (8:15am) – in their seats and ready for class to begin before the tardy bell rings. Tardies to school require a written excuse from the parent, stating the reason. Students arriving after 8:25am are to be brought to the school office by a parent to receive a tardy slip. Kindergarten students arriving tardy, but before 8:25am, may go straight to class. (After 8:25am, the office has recorded all absences and students may no longer be in their classrooms.) K4 full-day students who are assigned to an afternoon instructional class may arrive late in the morning without tardy penalties, but still need a re-admit form; after 12:00pm, they would be counted tardy.

Habitual tardiness and/or early pick-ups may lead to dismissal from school.

Absence – A student accumulating 10 or more unexcused absences in a school year will be subject to the withholding of a passing final grade, pending a review of the absences by the administration.

K4 students who are absent from class for more than one hour of instructional academics will be counted as being absent for ½ day. Students who are absent from class for more than two hours of instructional academics will be counted as absent all day. This will include any portion of academic time that the student spends in the clinic.

K5 students who are absent from class for more than two hours during any portion of the day will be counted as being absent for ½ day. Students who are absent from class for more than four hours during any portion of the day will be counted as absent all day. This will include any portion of class time that the student spends in the clinic. Any ½-day or all-day absence will prevent the student from receiving a perfect attendance award.

The following are acceptable reasons for absences: student illness, medical appointments, death in the family, school-sponsored events or activities previously approved by the school. Students who are absent must present a written note from their parent and/or doctor upon returning to school **stating the reason** for the absence (without a valid reason, the absence cannot be excused). The student may only be absent 10 days during the school year (for any reason) before a doctor's note will be required; doctors' notes must include the date(s) to be excused, the date the student may return to school, AND whether the absence was due to illness or injury. A receipt from the doctor's office is NOT a doctor's excuse.

Please refer to the *Parent/Student Handbook* (available at the school office) for policies on pre-excused absences.

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ILLNESSES

For the well-being of all our students and faculty, PLEASE do not send your child to school sick or on medication that only masks the symptoms (Motrin, Tylenol, etc.).

If a student becomes ill at school and is sent home, he must be symptom free for 24 hours before returning to school (no fever, diarrhea, vomiting, etc.). This means, he cannot return to school the next school day, unless he was sent home on a Friday.

KINDERGARTEN DISCIPLINE POLICY

Kindergarten discipline problems are handled in the following ways: warning to student, marks given on weekly conduct report, yellow note sent home by the teacher, pink note sent home by the kindergarten supervisor. In the event the student has been sent to the administrator, the following steps will be followed:

1. The first time the student is talked to about the mishap and some privilege withheld – recess, art, computer, etc.
2. The second time the parent is called and asked to speak to the student on the phone.
3. The third time the parent is called and asked to remove the student from school for the remainder of the day.
4. The fourth time the parent is called and asked to remove the student from school for the remainder of the day and will not be allowed to return the following day.
5. The fifth time the parent will be asked to withdraw the child from school.

The steps listed above are disciplinary procedures followed for most discipline issues. However, in the event of behavior that is harmful to other students, disruptive to the learning environment, or a blatant refusal to obey authority, a student may be dismissed without following the above steps.

VCA policy also allows for the dismissal of a student whose parent(s)/guardian(s) is uncooperative or unsupportive in reference to school policies and/or school authorities.

I have read, understand and agree to abide by the attendance and discipline policies of Victory Christian Academy.

Parent's Signature

Date

Student's Name