

Westlake Christian Academy



Attendance and Absences

The school day starts at 8:25 am and ends at 3:00 pm for elementary students and 2:50 pm for secondary students. Students should arrive to school at least 10-15 minutes before school begins. This allows time for students to go to their locker, the office or restroom in preparation for the day.

For before and after school care, the school building opens at 7:00 am and closes at 6:00 pm. Westlake Christian Academy provides both before and after school care for students who must arrive as early as 7:00 am or stay as late as 6:00 pm. There is an additional fee for this service. Students may arrive as early as 7:50 am without incurring a before school care fee. Students who have not left the school by 3:30 pm will need to attend the after school care program unless they are involved in a supervised school activity.

The school office is open from 7:30 am to 4:00 pm.

Absences

Valid absences fall into one of two categories, Excused and Permitted. Assignments and tests missed due to valid absences may be made up as described under Make-Up Work.

Excused absences are for:

- a. Personal illness
- b. Illness in immediate family
- c. Unexpected emergencies
- d. Death in immediate family

Permitted absences are for: college trips, seminars, youth retreats, family trips, or any other activity considered to be commensurate with the goals and purposes of this school.

Permitted absences should be arranged in advance according to the following procedure:

- a. Parents/students must submit to the school office a permitted absence form stating the reason for the absence at least one day in advance to the school office.
- b. The specific dates and/or times of the absence should be stated.
- c. The student is responsible to inform all of his teachers of the impending absence.

Dental or medical appointments should be scheduled during non-school hours if possible. Dental and medical appointments are considered permitted absences. When leaving for dental or medical appointments please refer to the Leaving School Early section.

Unexcused Absences

Absences that are not excused or permitted absences shall be classified as unexcused absences. Tests, quizzes, homework and other assignments missed during an unexcused absence will not be allowed to be made up and will result in a grade of zero for each missed item.

Absence Notification

Parents must call the office by 9:00 am to inform the school staff that their child(ren) is not going to be in school that day and stating the reason for the absence. To report an absence, call 847-548-6209 ext. 8.

Excessive Absences

Excessive absences are detrimental to a student's learning and education. Absences will be considered excessive if the student has more than 9 absences per class per semester.

For secondary students (7th –12th grades) exceeding 9 absences (whether excused, permitted or unexcused) per class per semester will receive a 1% reduction in their nine weeks grade for that class for each day in excessive of 9 absences unless the school receives a written excuse signed by a medical doctor stating the student was ill for that absence.

Tardiness to School

All students arriving after 8:25 am must report directly to the office for a classroom pass. Students who report to the school office after 8:25 am but before 9:00 a.m. will be considered tardy. Students who report to the school office after 9:00 a.m. will be considered absent for the portion of the school day missed.

Tardiness to school is a situation which has a significant impact on a number of areas. Westlake strives to train young people in good character, and punctuality is one way to develop this, as it demonstrates respect, love and a consideration for others. Tardiness is also disruptive to the educational process; a tardy student has missed classroom teaching and when the student does enter the class, the teaching must be paused to allow for this transition.

Excessive Tardiness to School

Tardiness to school will be considered excessive when it reaches five (5) per semester. Five (5) tardies to school will result in a detention for 4th -12th grade students.

Leaving School Early

Leaving School Early should be used sparingly and with discretion. If a student needs to be dismissed from school before regular dismissal time, the following steps must be taken:

1. A parent must contact the school office (via note, email or phone call) indicating the time and reason that their child(ren) needs to leave school early. The office will provide the student with a pass that will dismiss him from class at the appropriate time.

2. When leaving school early, the person who is picking up the student must report to the office (not the classroom) and sign the student out. If the student will be driving, he will need to sign himself out.

3. If the student returns to school before the end of the day, he/she must report back to the office for a pass to return to classes. A student who returns to class without a readmit slip will be marked tardy and kept in class.

Truancy

Absence without the knowledge and consent of parents and/or school officials is considered truancy. This would include leaving school before the end of the day without permission or staying out of any part, or all, of a scheduled class without permission. A student who is more than ten minutes late to a class may be counted as truant. Truancy is considered an unexcused absence with no opportunity to make up work. All missed assignments and tests will result in a zero. Truancy may incur detentions and/or suspensions or expulsion.

Attendance and Extracurricular Activities

Students who are absent (whether excused, permitted or unexcused) from school for more than ½ of a school day will not be eligible to participate in extracurricular activities for that particular day. 11:20 a.m. marks the middle of the school day.

Make-Up Work

Students are responsible for making arrangements with their teacher for work to be made up and/or tests to be taken for valid absences. The burden of responsibility for make-up work rests on the student. Teachers are available by appointment to give help to students in these cases.

We strongly encourage students and parents to look up missed homework assignments on Edline via the Internet. However, homework may be sent home upon request for those students who are absent after two (2) days or more. A one-day notice is required before homework will be ready to be picked up.

When a student is absent from school, he will be permitted to have the same number of days to make up the assignments that were missed by the valid absence, up to three (3) days.

Absences of four (4) days or more will require that the student make special arrangements with each teacher. Students will be expected to have completed their work when they return to school if the assignment due was long-term in nature or if plenty of advance notice was given to the student.