



9615 Pioneer Trail, Greenfield, MN 55357 • 763-498-7283 • [school@salemwels.org](mailto:school@salemwels.org)

## Attendance Policy

Salem Lutheran School

### Importance of Attendance

Since most learning is cumulative in nature, it is essential that all students are on time and attend school regularly in order to advance from one grade level to the next. Therefore, in accordance with school laws, all students are expected to maintain regular and punctual attendance. A record of each child's attendance is kept and recorded on his/her report card at the end of each trimester.

### Reporting Absences

All tardies and absences are to be explained by parents/guardians either in writing or verbally to the teacher(s) involved. Such excuses are not necessary in the case of a child becoming ill or injured in school and being dismissed unless the absence extends beyond the day of the dismissal.

To report an absence, late arrival, or early dismissal, please call the school office by 7:30 AM.

### Excused vs. Unexcused Absences

Unexcused absences will be tracked, with total absences (excused and unexcused) marked on the report card. Generally, absences due to medical problems and illnesses are considered excusable. However, we realize that there may be some circumstances that require absences for other reasons. Under such circumstances, these types of absences are to be discussed with the teacher(s) at least 2 weeks before they occur so that appropriate arrangements for assignments can be made.

Please note that teacher plans may change during the absence period and students are responsible for completing any additional work that may be assigned.

Participation in non-school sponsored activities during school hours on a regular basis is not considered an excusable absence. Families are encouraged to schedule medical and dental appointments and to plan vacation trips outside of school days whenever possible.

### Prolonged Absences

In cases of prolonged absence from the classroom, Salem Lutheran School will communicate with parents/guardians if an alternative education plan is needed to meet educational requirements.

### Family Vacations



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In an effort to minimize disruption to your child's learning process during school vacations and to keep up with school work, the following vacation guidelines have been developed:

- Please notify your child's teacher in writing at least two weeks prior to your scheduled vacation. The note should include the dates your child will be absent and the general geographic areas you will visit. If your child's teacher deems it appropriate or necessary, they will communicate with you regarding any assignments to be completed prior to or during the vacation.
- Please do not expect schoolwork to be assigned or provided prior to vacations. Make-up work will be assigned after your child returns to school. The amount of work may be modified to best meet the needs of each child. One day of make-up time will be allowed for each day of absence. Unusual circumstances regarding make-up work should be discussed between parents/guardians and teachers.
- Teachers may ask children to engage in activities related to their vacation experience — such as creating scrapbooks, picture diaries, journals, or maps marked with places/dates — which can then be shared with the child's classmates on return.

## Contact

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