

Attendance

Absences

Excused Absences

Attendance is essential to a student's academic success, and students are required to attend all classes and activities during school hours. Absences (including late arrivals and early dismissals) are considered excused only for the following reasons:

- Illness
- Medical or dental appointment that cannot be scheduled outside of school hours*
- Serious illness or death of an immediate family member
- School-sponsored activities
- Religious observances

** For appointments, a note from the medical or dental office must be submitted to the school office upon the student's arrival back to school.*

Absence from school must be communicated to the office by email *before* the start of the school day on the day of the absence, stating the specific reason for the absence. Teachers will be given an absentee list at the beginning of the day, notifying them of all student absences. Failure to notify the office of an absence before the start of school will result in the absence being unexcused. Excuses by phone are not accepted. Absences for any reason not listed above will be unexcused. See below for further information on unexcused absences, pre-planned absences, and make-up work. Exceptions to this policy can only be made by the administration.

Unexcused Absences

Student absences from school for any reason not listed above will be considered unexcused. Following a student's unexcused absence, the student will receive a morning detention and a 2 point conduct infraction. The highest grade a student can receive for the work missed is 70% of the grade.

Late Arrivals

If a student is arriving late to school, the parent should email the office *before* the start of the school day with a specific excuse and an estimated time of late arrival. Phone calls are not accepted. Teachers will be notified of all late arrivals at the beginning of the day. Late arrivals are excused only for the reasons cited above with the noted documentation (*see Excused Absences*). Exceptions to this policy can only be made by the administration.

When the student arrives late to school, they must sign in at the office. In the case of appointments, a note from the medical or dental office is required with the date and time of the appointment. A student arriving late to school without a note or email of excuse will be given an unexcused absence. After

signing in, the student will be given an Absence Form that must be taken to each class missed to have signed by the teacher (see Make-up Work Policy below). This form must be turned in to the office by the end of the day. A student must be present for at least half of the class in order to be counted present for that class.

Athletes who finish a contest after 10:45 p.m., or who do not arrive home from a contest until after midnight (assuming the student goes *straight home*), may have until the end of the first period the next day to report to school.

Early Dismissals

Requests for early dismissal must be received by the office *before* the start of the school day in the form of a specific, dated parent note or email. Phone calls are not accepted. Teachers will be notified of all approved early dismissals at the beginning of the day. Students may be dismissed early only for the reasons cited above (see Excused Absences). After the start of school, any requests for early dismissal must have approval from the administration.

Students must sign out at the office before leaving campus and sign back in at the office if/when they return, or their absence will be unexcused. A student may not leave school for illness without first seeing the school nurse. Students may not leave school with anyone other than a parent unless the school has received written or emailed parent permission. Students may never leave school with other students. A student must be present at least half of a class period in order to be counted present for that class. (See Make-up Work Policy)

Pre-Planned Absences

Because of the importance of maintaining the integrity of the academic day, the school does not endorse absences requested for the purpose of family convenience, outside social activities or extended vacation time. Students are expected to be in school for the entire day on the day preceding and following an official school holiday. If extraordinary circumstances require such an absence, parents must submit a written request to the office at least ten days prior to the date in question. Pre-approved absences are granted only in exceptional circumstances. Once approved, the student will be given a form to be signed by all teachers and then returned to the office before the planned absence.

All pre-assigned projects and assignments must be turned in complete the same day the student returns to school. Pre-assigned missed tests and quizzes will be made up the day the student returns to class by arrangement with the teacher. It is the student's responsibility to get all class work and assignments *before* they leave for a pre-planned absence. The student will be given as many days as were missed to complete work assigned during the absence.

Excessive Class Absences

Students with excessive absences may jeopardize their credit for a class. The school considers 10 absences in a semester to be excessive. School-related absences are excluded from the absence total.

After 7 absences in a class, parents will receive an email warning that the student is at risk of failure due to excessive absences. Students with more than 10 absences (excused or unexcused) will be

notified by email of the potential failure of the class. *Students who exceed 10 absences must submit a letter of appeal in order to receive credit for a course.* Any exceptions to this policy must have the approval of the administration.

Make-up Work Policy

Students with excused absences are allowed to make up work according to the following policy:

- Major projects and papers must be delivered to the school on the assigned date by the start of the school day if the student is unable to attend. Any exceptions are made only by a principal.
- All missed assignments, tests, and quizzes assigned prior to the absence are due and should be turned in completed on the day the student returns to school. An alternate time may be arranged with each individual teacher at the teacher's discretion.
- The student will be given as many days as were missed to complete work assigned during the absence. It is the student's responsibility to determine missed assignments and to turn in completed work within this time frame.

For all school-related absences: field trips, sports, performances, and competitions - Homework assignments due in classes that will be missed during the absence are to be completed and turned in to the teacher or the office prior to leaving for the event. The students are responsible for getting their assignments beforehand to turn in the next class for absences due to these reasons and to make arrangements for missed tests and quizzes. There will be no extended deadlines for athletes unless approved by the teacher, the coach, and the principal.

Class Tardies

If a student is tardy to a class six times in one semester (other than to first period classes, to which Morning Tardy policies apply), a morning detention will be assigned. For each additional two tardies to that class, the student will receive two detentions.

Morning Tardies

Students arriving after the tardy bell must check in at the office to receive a note admitting them to class. A student is given five tardies (excused or unexcused) per semester without consequences. At the sixth tardy, the student will receive a morning detention. Upon the eighth tardy and every two tardies following the eighth, the student will receive two morning detentions.

Athletic/Extra-curricular Participation Attendance Requirements

Students must attend at least four full class periods to be eligible to play or practice that day. Exceptions to this policy include a justified medical reason with a note from a doctor. Extreme circumstances must be approved by the administration.

Chapel Program

Chapel will be held weekly, and attendance at chapel is required. More than three absences from chapel, excused or unexcused, in a semester will result in disciplinary action.