

# Attendance

## Absences

### Excused Absences

Attendance is essential to a student's academic success, and students are required to attend all classes, activities, retreats, and field trips 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
- Court appearance
- College visits (see 'College Visits' below)
- School-sponsored activities
- Religious observances
- Drivers License (half day only)

*\* 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. Any exceptions to this policy are to be made only by the administration.

### Unexcused Absences

Student absences from school for any reason not listed above will be considered unexcused. Following a student's first unexcused absence, the student will receive a morning detention and a 2 point conduct reduction. For every unexcused absence following the first, the student will receive a Saturday-school detention, a \$30 fine, and a 3 point conduct reduction. Any class work missed (assignment/project/quiz/test) due to an unexcused absence must be made up within 24 hours. Examples of unexcused absences include: vacation, shopping, oversleeping, travel, personal errands, hairdresser appointments, and trips home for forgotten items.

### 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 (see Excused Absences). Any exceptions are to be made only 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. 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 completed by the 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 assignments *before* they leave on a pre-planned absence. The student will be given as many days as were missed to complete work assigned during the absence.

### **College Visits**

Juniors and seniors are allowed three school days for college visits each year. Parents must submit a note or email of request to the office five days in advance stating the college that will be visited and the date requested. College Visits will not be counted as absences if the visit was approved and the student turns in a *College Visit Form* (found on the school website) upon their arrival back to school, signed by the college admissions office and stamped with the official college seal. Any form turned in later than 48 hours after the visit will not be accepted and will be counted as an absence. No college visits may be scheduled for the month of May, or during retreat or senior class trip. If there is reason to believe that a college has already been chosen, or the student has no serious interest in attending it, permission to miss school will not be granted. (See Make-up Work Policy)

### **Excessive Class Absences**

Students who are absent an excessive amount of time may jeopardize their credit for a class. The school considers absences of 10% or more to be excessive (10 days in a semester). School-related absences and College Visits 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 should be 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.

The above requirements also apply to all school-related absences including field trips, sports, college visits, performances, and competitions. **All assigned work must be given to the teacher prior to leaving campus.**

### **Class Tardies**

If a student is tardy to classes four times in a 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 classes, the student will receive a Saturday school detention, a \$30 fine, and a 3 point conduct reduction. Consequences will result from an accumulation of class tardies in all classes.

## 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 unexcused tardies 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 a Saturday school detention, a \$30 fine, and a 3 point conduct reduction.

## Athletic/Extra-curricular Participation Attendance Requirements

Students must attend at least four full class periods 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.

## Senior Guidelines

Seniors with more than 7 absences (excused or unexcused) in any particular class will lose the privilege of exempting the final exam.

### **Failure to attend senior trip will result in unexcused absences.**

Seniors are permitted late arrivals and early dismissals as a senior privilege if a study hall falls during the first or last period of the day with signed parental permission on file. Seniors with study halls before or after lunch are allowed to leave for lunch with signed parental permission on file. Seniors are required to sign in and out of the office when leaving campus or risk losing these privileges.