

ATTENDANCE

ATTENDANCE PROCEDURES

One of the keys to successful academic achievement is regular attendance at school. Even an absence of one or two days can have a surprisingly disruptive impact on progress. Two other areas involving school attendance which adversely affect the student are tardiness and early dismissal. Both cause the student to miss instruction, disrupt the class, and foster a laissez-faire attitude toward consistent school attendance.

However, parents should not be so concerned with attendance that sick children are sent to school. Guidelines for determining return to school for sick children:

- Sick students should stay home so other students are not infected or exposed to the illness.
- Students should be free of fever, nausea, vomiting, and diarrhea for at least 24 hours without the use of medication before returning to school.
- Students with contagious diseases that require antibiotics for improvement such as pink eye or strep throat must be on antibiotics and fever free for 24 hours before returning to school.
- Students who are vomiting, have episodes of diarrhea, or have a temperature of 100 degrees or above will not be allowed to remain at school.
- Students who become ill at any time during the school day may obtain a pass from the teacher and report to the health room.
- If necessary, parents will be called to pick up the student and should pick up the student immediately.
- Parents who cannot leave work immediately to pick up a child should make prior arrangements for emergencies.
- A parent written excuse for PE is good for only 2 days. A physician's excuse is required for a PE excuse beyond 2 days.

ABSENCE

An **excused absence** occurs for *illness, death in the family, medical or dental appointments*, or other reasons judged as excused by the Absence Review Committee, and a written excuse for these reasons stated must be sent in to the teacher. All other absences are unexcused, with the exception of school initiated absences which are excused and are not a part of the cumulative total of absences for a student.

5K-8th Grades

- An absence for the day will occur for tardiness after 11:30 a.m. or early dismissals prior to 11:30 a.m.
- Consequences of Excessive Absence:
 - Retention in the grade will be considered when a student has 10 or more unexcused absences or a combination of 15 unexcused and excused absences.
 - Students will appear before the Absence Review Committee for possible retention due to excessive absences.

9th-12th Grades

- An absence for a course will occur if a student arrives more than 30 minutes late to a class, or leaves more than 30 minutes early from a class.
- Consequences of Excessive Absence:
 - Credit for a yearly course may be lost when a student has 5 or more unexcused absences or a combination of 8 unexcused and excused absences.
 - Credit for any semester course may be lost when absences exceed 5 during the semester.
 - Students will appear before the Absence Review Committee for possible loss of credit due to excessive absences.

EARLY DISMISSAL AND TARDINESS

Tardies and early dismissals result in missed class time and disrupt the whole class; therefore they hold the same consequences.

- If possible, please schedule doctor appointments after school. However, when emergency demands, the appointment should be made as early or as late in the school day as possible.
- Parents are encouraged to assist in prompt arrival and departure from school.
- Students checking out and then coming back to school must have prior approval from an administrator or a doctor's note.
- All late or departing students must sign in and out at the school office.
- Parents are discouraged from dismissing a student for appointments during or just before chapels unless it is an emergency. If this time is unavoidable, please inform administration ahead of time and the student will be kept out of chapel.

An excused early dismissal or tardy occurs for *medical or dental appointments, inclement weather, illness, car accident, or car trouble* and a parental written excuse for these reasons stated must be sent in to the front desk. All other reasons are unexcused.

5K-6th Grades

- Tardiness to school occurs when a student is not in the classroom and seated by 8:00 a.m.
- Students arriving to school from 7:58-8:00 a.m. will be counted as tardy as there is not adequate time for them to be in their classrooms, seated at 8:00 a.m.
- All students arriving to school late must report to the office for a tardy slip before going to class.
- 5K-4th Grades Consequences of Excessive Tardiness and/or Early Dismissal:
 - A student who incurs a combination of 5 or more unexcused tardies and early dismissals may be deemed ineligible for academic awards.
 - Upon the 5th unexcused tardy and each unexcused tardy thereafter, the parent may choose from the following consequences: 1) the student will lose recess time or, 2) the parent may pay \$10 per child. If the parent does not notify the school of the preferred consequence, then loss of recess will occur.
 - Once a student reaches a combination of 10 unexcused tardies and early dismissals, the student will be subject to administrative review.
 - Tardies/Early Dismissals for students in grades 5K – 6th are refreshed each quarter.
- 5th-6th Grades Consequences of Excessive Tardiness and/or Early Dismissal:
 - A student who incurs a combination of 5 or more unexcused tardies and early dismissals may be deemed ineligible for academic awards.
 - Upon the 5th unexcused tardy and each unexcused tardy thereafter, the student will serve a 45-minute detention after school (parents will be notified of the date and billed \$10 for detention).
 - Tardies/Early Dismissals for students in grades 5-6 are refreshed each quarter.
 - Once a student reaches a combination of 10 unexcused tardies and early dismissals, the student will be subject to administrative review.

7th – 12th Grades

- Tardiness **to school** occurs when a student is not in the classroom and seated by 8:00 a.m. After 8:40, the student is absent from 1st period.
- Students arriving to school from 7:58-8:00 a.m. will be counted as tardy as there is not adequate time for them to be in their classrooms, seated at 8:00 a.m.
- All students arriving to school late must report to the office for a tardy slip before going to class.
- Tardiness **to an individual class** occurs when students are not in the classroom and seated when the bell rings throughout the day.
- The number of tardies allowed will be limited to four tardies per 9 weeks. On the 5th tardy, discipline will start.
- A student can have no more than 2 excused tardies per quarter. Any tardy after would be considered unexcused.
- Consequences of Excessive Tardiness to School:
 - A student who incurs a combination of 4 or more excused or unexcused tardies may be deemed ineligible for academic awards.
 - Progression of consequences for tardies to school:

- 5th tardy – Serve a 45-minute detention after school. Parents will be notified of the date and billed \$10 for detention. Students who are late for detention will serve an additional detention. If a student fails to report for detention, the student will be assigned one day of in-school suspension.
- 6th tardy – Two Days of Detention
- 7th tardy – One day of ISS
- 8th tardy – Out of School Suspension
- 9th tardy – Administrative Review
- A student assigned to ISS will be monitored by a substitute teacher and charged \$75 per day.
- Tardies for students in grades 7-12 are refreshed each quarter.

ABSENCE REVIEW COMMITTEE

The Absence Review Committee consists of the Headmaster, a teacher, and the Guidance Counselor. They will meet periodically to rule on debatable student absences. Affected students will be notified at least two days prior to a scheduled meeting. Extenuating circumstances pertinent to any absence must be submitted to the committee in writing prior to their deliberations. Their finding will result in one of three decisions: excused, unexcused, or forgiven absences. The decision of the committee is final.

MISSED WORK

All class work or tests missed for any absence must be made up. Teachers will make all missed materials available to the student.

When a student is absent, he must make up the work within at most twice the amount of time which was missed. (Example: if absent two days, the student has four days for make-up). However, such work is the responsibility of the student, not the teacher. The make-up work will receive full credit unless it is turned in past the deadline stated above.

If a student misses only the day a test is given or project or assignment is due, he is responsible to make up the work the first day he returns provided he was informed of the due date in advance of his absence. If a student returns to school on the day of a pre-announced test, quiz, project or assignment after a short absence, the student is expected to take the test or quiz or turn in the project or assignment on the day it is assigned.

Makeup work will be available through Schoology. Should the need arise to pick up missed work, parents should contact the teacher to make arrangements.

Parents should give teachers a 10 day notice for any planned absences to allow adequate time for gathering work.

PARENT NOTIFICATION OF ABSENCE

Each day, the school nurse will call the homes of students who are absent. This will communicate the school's concern for the absent child and a reminder of the importance of school attendance. The nurse will advise the student's homeroom teacher if there is a situation (death, hospitalization, etc.) of which the teacher should be aware.

Teachers are also encouraged to speak to students and parents when it is noticed that excessive absences and/or tardies are becoming a problem.

Student absences and tardies will be noted on report cards on a quarterly basis.

STUDENT DISMISSAL

A student will not be released to anyone without written authorization from his or her parents or guardians. Parents must sign students out at the Receptionist's desk for early dismissals and provide a reason for dismissal. High School Administration reserves the right to modify this policy as needed.