

## **Section 4: Academic Program Policies**

### **Absences and Tardiness**

Absences that are not approved within the guidelines of this *Handbook* or the failure of a student to follow these procedures will result in an unexcused absence and be subject to the stated academic and disciplinary consequences outlined in this *Handbook*. In addition, the failure of a student or parent to be forthright and honest in their communication with the school about an absence may result in the student's dismissal from Delbarton School.

#### Absences and Course Credit

Absences in excess of five days for term courses and fifteen days for full-year courses may result in the lowering of the final grade or denial of course credit.

Students who return to school after receiving medical treatment for an injury or for a serious communicable disease, such as chicken pox, mononucleosis, etc., should report to the nurse before attending classes.

Students with an unexcused absence (see Section 5 for a detailed description of types of absence) will receive a failing grade for that day's classwork in each class. Written assignments may be submitted electronically on the due date without penalty. Students are required to make up all missed class work during the period of their absence. The made-up work may earn no higher than the failing grade of 60%/F (see below on "Grading Policies").

If the student does not make up missed work, his grade for that work will be an F (0 out of 100 or 0% of total possible points). Students are not permitted to take a test or any other in-class assessment for full credit at any time other than the due date in an attempt to circumvent the existing policy regarding an unexcused absence. In addition, unexcused students may not participate in co-curricular or athletic activities for that day.

#### Prolonged Excused Absence and Modified Instruction

A modified schedule and/or instructional plan (including home instruction) is designed for students who are unable to function or be accommodated in our typical daily setting because of a medical/physical problem and/or a serious emotional, psychological or behavioral problem. The decision to require a student to transition to a modified instructional plan shall be made by the Assistant Headmaster for Academic Affairs in consultation with the Dean of Guidance, the School Nurse (when appropriate), the student's guidance counselor and the student's teachers.

A student on a modified schedule and/or instructional plan will follow the same curriculum as prescribed by the teacher, but the teacher may adjust the curriculum in order to accommodate the student's needs. There will be regular communication between the student and each of his teachers (a minimum of once a week). The student's guidance counselor and teachers will determine the course requirements and may be modified according to the nature of the student's disability.

A team consisting of the Assistant Headmaster for Academic Affairs, the Dean of Guidance, the School Nurse, and the student's guidance counselor will oversee the implementation of the program and monitor the student's progress during the course of his modified instruction.

Upon the successful completion of all his course requirements by no later than the third week of August, the student will be permitted to advance to the next grade level, or, if he is a senior, receive a Delbarton diploma. In the case of a senior, all course requirements must be completed by July 1 so a transcript may be submitted to his chosen college. In the event that a senior needs additional time to complete his course work, he can work through the summer, complete his course work, and receive his diploma by Sept. 1.

### Tardiness

Students must arrive prior to the start of the lunch period class (11:30 am) in order to be eligible to participate in co-curricular activities that day. In the event of an extenuating circumstance, a student should contact the Assistant Headmaster for Student Affairs.

Students who drive to school are advised that being late three times may result in suspension of driving privileges. Those who ride as passengers may not use the tardiness of the driver as an excuse; tardiness in this instance will result in the recommendation that the student take ordinary school transportation.

## Section 7: Disciplinary Policies

Once a student enters Delbarton School, he is responsible for his actions both in and out of school. Any serious violation of school policy or of civic or moral laws could result in serious disciplinary action. This is especially true in cases where the good reputation of the school with the surrounding community is placed in jeopardy.

### Absences and Tardiness

#### Types of Absences and Relevant School Policies

##### *Excused Absence*

Excused absence from school is permissible for personal illness, death in the family, driving license testing, school-sponsored athletic events or activities, and family emergencies. Certain types of planned absences are also excused (see below). Students who have an excused absence will be allowed to make up any missed work.

##### *College Visits (excused absence)*

Six college days (including pre or post admissions) are permitted for seniors, and may be denied based on the student's status. The Senior College Day in October constitutes part of the six-day allotment. Juniors are entitled to two college visit days. Sophomores are allowed college days with permission from the Assistant Headmaster for Student Affairs.

Juniors and seniors in good academic and disciplinary standing must plan ahead for their authorized college visits. The student must present a written parental note (emails are sufficient) to the Assistant Headmaster for Student Affairs at least four (4) days in advance of the planned visit.

##### *Planned Absence (excused absence)*

While Delbarton prefers that students not make appointments during school hours, we understand that in certain circumstances missing school is unavoidable. A student may receive advance approval from Delbarton for an absence in case of a funeral, hospitalization, illness or doctor's appointment, religious holiday, legal obligation, a driving test or other extraordinary circumstance.

Communication with the Assistant Headmaster for Student Affairs prior to the planned absence is critical in gaining permitted excusals. Students must bring a written parental note explaining the absence (email and voicemail notices are insufficient) to the Assistant Headmaster for Student Affairs stating the reason for the absence at least four (4) days prior to the absence. The student must also meet personally with his teachers to discuss his upcoming absence. The Assistant Headmaster for Student Affairs is the sole arbiter of whether a planned absence will be classified as excused or unexcused.

##### *Unexcused Absence*

An unexcused absence is one for which the student has not submitted a valid excuse or for an absence for all or part of a school day not approved by the School or for any suspensions.

Unauthorized absence from an individual class (“cutting class”) is also considered an unexcused absence.

### *Unplanned Absences*

Notifications of absences may be phoned in to ext. 2273 or emailed to the Attendance Officer, Ms. Lorraine Petrolino (LPetrolino@delbarton.org) before 8:30 AM. For re-admittance to school, a written and signed note must accompany the student and be submitted to Ms. Petrolino (an email notification is sufficient).

### *Vacations (unexcused absence)*

Parents are asked to arrange holiday plans within the limits of announced vacation periods. Any infraction of this rule places a burden upon the teachers and the student, and, furthermore, affects the progress of the rest of the class. Delbarton does not permit early departures and late returns and urges parents to make no such requests. Because of the consequent hardships, inconvenience and even injustice to the student himself, his classmates and teachers, extended vacation periods will normally be unexcused absences.

The official record of unexcused absences will be kept in the Main Office and will be reviewed regularly by the Assistant Headmaster for Student Affairs. Repeated unexcused absences may result in dismissal from Delbarton School.

### Reporting and Checkout/Check-in Procedures

#### *Late Arrival or Early Dismissal*

If a student will be late arriving to school, please send in a signed note or an email prior to his tardiness or early dismissal to the Attendance Officer (as seen above).

Students who must leave school early during the school day (8:10 am - 2:40 pm) must bring a signed parental note to the Attendance Officer at the Reception Desk in the lobby of Trinity Hall and inform his teachers in advance of any class time to be missed (see below). Parents should meet students in the Trinity Hall lobby at the prearranged time. Otherwise, students may not leave school grounds during the school day.

Students must sign out with the Attendance Officer or one of the Main Office administrative assistants when leaving school. In an emergency situation, parents should call the Reception Desk [(973) 538-3231] to ready their son for departure.

Absences of five (5) or more consecutive days require a written doctor's note explaining the reason for the extended absence from school.

### Lateness

Promptness for school and class is a necessity for the efficient running of a school and for effective learning. It is also a desirable work ethic for employment in later life. Lateness is a nuisance both in school and on the job.

All students should be in their proper places in class at 8:10 am. Students who are late must secure a late slip from the Reception Desk in Trinity Hall. Excessive lateness will warrant a parental interview. Habitual lateness will become a truancy matter or warrant a suspension.