

# ATTENDANCE

## TARDINESS AND ABSENCES

Upon signing in at the Upper School office, the student will be issued a green (excused) or pink (unexcused) admit pass. The student is to bring the pass to the teacher to whose class he or she is being admitted.

Handwritten excuse notes will not be accepted. All excusals should be emailed to the Attendance Office at [USattendance@maclay.org](mailto:USattendance@maclay.org). A phone call will not be accepted in lieu of an email. Only excuses involving illness, medical appointments, and unforeseeable, extraordinary circumstances will be accepted. Oversleeping, traffic delays, late carpools, etc. will not constitute an excuse.

**It is the responsibility of students and parents to check the parent/student grade portal and make sure that all excused tardies have been changed from "TU" to "TE" and all excused absences have been changed from "AU" to "AE" within a three-school day period. After three days, any previously unexcused tardies or absences that have not been changed will remain as is.** No excuse notes will be accepted more than three school days after. Tardiness to school may result in disciplinary action.

## TARDINESS TO ACADEMIC COURSES

Students will receive a warning upon their first unexcused tardy to an academic class. Upon a second tardy, the following schedule will be followed: 2<sup>nd</sup> = Lunch Detention, 3<sup>rd</sup> = 7 am detention, 4<sup>th</sup> = Loss of privileges for a week, 5<sup>th</sup> = Meeting with the Review Board. Tardy totals will reset at the midway point of each semester, and the start of semester 2. Only tardiness involving student-teacher interactions will be excused. The teacher involved will write a pass for the student stating the date, time and reason for the tardiness. The student will present this pass to the teacher of the class for which he or she is late. Tardiness to a non-academic course may result in disciplinary action.

## UNEXCUSED ABSENCE FROM ACADEMIC COURSES

Upon the fifth (5<sup>th</sup>) unexcused absence (AU) in an academic class in one academic semester, a student's letter grade will automatically be lowered 3 points on the 18-point scale (ex. A- becomes a B-.) For every two (2) absences after eight (8), the student's grade will automatically be lowered an additional 3 points on the 18-point scale (ex. A- becomes a C-.) Absences not included in this total are those pre-approved with a blue form, school-related activities, and absences excused by a parent or doctor's note.

## UNEXCUSED ABSENCE FROM NON-ACADEMIC COURSES

A student who incurs a 2<sup>nd</sup> unexcused absence for a non-academic class will be contacted by administration. The following schedule will be followed: 2<sup>nd</sup> = Lunch Detention, 3<sup>rd</sup> = 7 am detention, 4<sup>th</sup> = Loss of privileges for a week, 5<sup>th</sup> = Meeting with the Review Board.

## UNFORESEEN ABSENCE FROM SCHOOL FOR ONE OR MORE DAYS

An email from the parent and/or doctor stating the date(s) and reason for absence must be emailed to the attendance office at [USattendance@maclay.org](mailto:USattendance@maclay.org) within three days of the student's return to school. Handwritten excuse notes will not be accepted. **It is the responsibility of the students and parents to check the parent/student grade portal and make sure that all absences are properly recorded.**

#### FORESEEN ABSENCE FROM CLASSES FOR PART OF THE DAY DUE TO SIGNING OUT

An email from the parent stating the date, time, and reason for the absence must be emailed to the Attendance Office at [USattendance@maclay.org](mailto:USattendance@maclay.org). The student must sign out at the Upper School office before leaving. Phone calls from a parent may be accepted in lieu of an email only to release the student from class, except on designated dates and end-of-day assemblies, where a parent email or parental appearance is required in order to sign out.

#### FORESEEN ABSENCE FROM SCHOOL FOR ONE OR MORE DAYS WITH "BLUE FORM"

Students who know in advance that they are going to be absent must have a parent fill out a Maclay Absence Approval form in advance of the absence. Forms must be received by the day prior to the absence. This can be found on FACTS. The student should make arrangements with teachers for making up work missed during the absence. Failure to follow this procedure will constitute an unexcused absence in each class that is missed.

#### UNFORESEEN TARDINESS AND/OR ABSENCES RELATING TO SPORTING EVENTS OR OTHER SCHOOL-RELATED STUDENT ACTIVITIES

On the day following any athletic event or school-related activity, students are expected to be on time to school. However, in the event that a team/group officially returns to Maclay AFTER midnight, team members may be allowed to come in late, if the head coach receives approval by the Athletic Director. The Athletic Director will alert the administration, and students will be excused only up until the designated time.