

# ABSENCE AND TARDINESS

When a student will be absent from school for an unexpected reason (e.g., sickness) or will be absent for part of the school day (e.g., for a doctor's appointment), parents or guardians should call the receptionist before the start of the school day, if possible.

If students are aware of a planned absence from school for a full day, they should notify their principal and obtain an excused absence slip (salmon slip) to be signed by the teachers of all affected classes and by parents/guardians. This slip should be requested two weeks prior to the absence.

## **Types of Absences**

### Excused Absence

1. Illness
2. Major family obligations
3. Observance of religious holidays
4. College visiting – seniors (recommended 3 days/year max); juniors (recommended 2 days/year max)
5. National/regional contests – if a student has been chosen by an accredited organization for national recognition or has qualified for national or regional competition, the principal may excuse the student upon request by parents/guardians. Requests must be received at least two weeks prior to the event. Families should be aware that students who miss more than two days of school typically have difficulty keeping up with their academic work. Students are responsible for required class assignments and should arrange with teachers, well in advance, for any missed quizzes, exams or papers given during the absence. Teachers are not responsible for reteaching class material that was missed during the absence. Students and their families should carefully consider reducing the rigor of their academic schedules if repeated absences are anticipated.

### Unexcused Absence

Absence from a class or other scheduled obligation without permission is unexcused. Because of the pace at which our classes move and the depth/breadth of material covered, attendance is vital. Each student's presence is important to the success of every class session. Therefore, absences not covered by the above reasons are unexcused. Examples include absence due to family convenience or extension of vacations.

The penalty is assessed by the principal or Student Court, and repeated offenses can result in Saturday detention and/or study halls. Factors affecting the penalty include the number of classes or school days missed and whether at least two weeks advance notice had been given to the principal and teachers involved.

### Excessive Absence

Excessive absence for any reason will result in a conference with parents or guardians and the student to determine the student's future at the school.

## **Tardiness Procedure**

Parents/guardians should call the front office if a student will be late to school. Students are considered tardy to school if they are not in their assembly seats at 8:30 a.m. (8:55 a.m. on late start days) and are considered absent from assembly if they arrive after assembly has ended. A student who arrives during assembly must report to the faculty member in the balcony and will receive two restrictions for tardiness. If the student does not check in with the faculty member in the balcony but signs in at the front office, the student will receive three restrictions. If the student does neither and proceeds straight to class, a court case will be issued (see p. 22). A student who arrives after assembly is dismissed must sign in with a receptionist before going to class.

Parents/guardians should call or email the receptionist or send a note with the child when a tardy is unavoidable. Absence from assembly is treated the same as absence from a class.

A student arriving later in the day must sign in with a receptionist immediately upon arrival. Parents/guardians must call, email, or send a note to the receptionist explaining the reason for the child's tardiness.

A student arriving late to class (after the bell signaling the beginning of the period) must explain the reason for the tardy to the teacher or present a note from another member of the faculty. The teacher may give two restrictions to a student who is late without sufficient reason in the teacher's judgment.

### **Leaving School Grounds**

A student wishing to leave the school grounds during the school day must obtain permission from one of the principals and must sign out properly at the reception area. Parents/guardians must call, email, or send a note to the receptionist explaining the reason for the child's early release. (Seniors may leave school grounds after signing out without obtaining permission if they have no obligations at school.)

Students are not permitted to return home for forgotten books, papers, gym clothes, etc. Driving lessons, inoculations, etc., should be arranged on non-school days or after-school hours whenever possible. Students may not miss classes in order to take their driving test. Parents and guardians are asked to make doctor and dentist appointments during vacations and on weekends whenever possible.

### **Illness During the School Day**

If a student becomes too ill to attend a class, a faculty member may send the student to the school nurse for a decision about whether to send the student home. Parents/guardians will be notified before any student may go home. If parents/guardians cannot be located, the student will be permitted to stay under the nurse's supervision until families can be notified. Students who leave school for illness will not be allowed to return for academic obligations, sports, or performances.

### **Medical Leave Policy (Pass-Drop-Fail)**

When due to illness, a student is required to take an extended leave from school, the school may advise, or in certain cases require, the student to complete one or more courses on a pass-drop-fail basis when the illness prevents the student from keeping up with course work during the absence. The grade-level principal will put this plan in place after consulting with the student's advisor, teacher(s), parent(s) or guardians, and, when appropriate, the grade-level counselor. Passing grades will appear on the student's transcript, but will not be included in the student's GPA. A "pass" in a required course will fulfill applicable graduation requirements.

### **Absence from Major Tests**

When a student has an excused absence on the day when a test is given and a makeup test is administered, it may be in a different form from that given to the class. Students who are absent for health reasons should receive test extensions equivalent to the number of days missed.

### **Participation in Extracurricular Activities**

A student may not participate in after school activities unless they attend school for at least five periods, on the day of the scheduled activity

### **Residency Requirement**

In order to stay in school, students must be living with their parents or guardians or some other adult mutually agreed to by the school and the parent or guardian.