

WARDLAW + HARTRIDGE

Pioneering. Thinkers.

August 2023

Attendance

Each student is expected to be at school on time and keep all of his or her commitments at school every day as long as health and family circumstances allow. **Students are to be in Advisory by 8:00 a.m. in dress code.** Students arriving late for school must have a Late Pass from the US Office. Outer jackets must be removed before school begins. D.O.S. approved varsity jackets with W-H logo are permitted.

Should a student arrive late four or more times during a trimester, the student will need to serve at least one after-school detention. Student detentions will be served from 3:15 – 4:15 p.m. No exceptions will be made for students with after-school commitments. Any classes missed due to an unexcused absence or lateness will be considered a cut. Students not in school by 10:00 a.m. on any given day may not participate in the activities of that day without permission from the Upper School Head.

If a student should accumulate 4 detentions for being tardy, they will serve a Saturday detention.

Should a student rise to 15 tardies, the student will be placed on *Social Watch* and a meeting with student and parents will be scheduled with the Dean of Students and the Head of Upper School.

Excused Absences

The following situations constitute an excused absence:

- A Wardlaw+Hartridge athletic competition
- A Wardlaw+Hartridge field trip
- A meeting with college representatives (with permission from the instructor whose class will be missed)
- Appropriately scheduled visits to college campuses
- Medical appointments at parent's volition
(Parents should try to make medical or other appointments outside school hours)
- Excused illness
- A medical emergency or unusual family obligation



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Extended or Frequent Absences

If four consecutive classes in a trimester or ten classes in a yearlong class are missed, the teacher may, at their discretion, require class time to be made up or may require additional academic work to be completed in a time frame outlined by the teacher. In the event a student has missed 20% of class time in any trimester, the Core Team (Division Head, Dean of Students, School Nurse, Learning Specialist, and School Counselors) will discuss further intervention, which may include summer work and/or private tutoring at the family's expense as a condition for receiving credit for having completed the course or school year.

If a student is absent three consecutive days due to illness, a medical release or doctor's note must be provided upon the student's return. If a student will be absent more than two consecutive weeks due to illness, injury, or other medical need, parents should contact the Learning Specialist ([Linda Schneider, M.A., \[lschneider@whschool.org\]\(mailto:Linda.Schneider@whschool.org\); 908.754.1882, Ext. 212](mailto:Linda.Schneider@whschool.org)) about home instruction in cooperation with Middlesex County Educational Services.

A student who is absent on the day of a test or the day a paper or other major assignment is due must come prepared to make up the test or assignment on his or her first day back in school. A student is given two days to make up the test or assignment if absent from school for religious reasons. If a student is absent on the day before a previously scheduled test, he or she should expect to take the test with the rest of the class on the scheduled day. Whether or not an exception is made is at the teacher's discretion. Extended absences will be handled on an individual basis.

Mandatory Attendance at Special Events

Throughout the year, there are events at the Upper School for which attendance is mandatory for seniors. These include the Senior Dinner (seniors only), Cum Laude Assembly, Commencement Rehearsal, and Commencement. Failure to attend these events, unless previously excused by the Dean of Students for extraordinary circumstances, will lead to disciplinary action. This may include loss of senior privileges for a trimester and/or detention.

Leaving School during the Day

If a student must leave campus early for an appointment, he or she (or the parent) must present an email or phone message from a parent to the Upper School Office at the beginning of the school day. The note should state the following: student's name, reason for leaving, time leaving, time returning (if applicable), date, parent/guardian signature. Upon leaving school, the student's parent must sign out at



the Reception Desk of the Main Building. In addition to the parent signing out, the student must sign out in the Upper School Office and also sign back in upon return. Under no circumstance may a student leave campus without permission. Only after contacting a parent may an administrator or the nurse give a student permission to leave campus. This includes student drivers.

Reporting Attendance

Parents should report all Absences, Late Arrivals, and Early Dismissals prior to the start of school day to the Dean of Students(Christine Cerminaro, ccerminaro@whschool.org) and Upper School Administrative Assistant(Alissa Folkes, Afolkes@whschool.org).

