



EASTSIDE CATHOLIC

Attendance Policy Summary

This document is a brief summary of the Eastside Catholic School Attendance Policy. Please adhere to the procedures below as it is imperative for the safety of everyone that we know who is in the building. To find complete information about the topics covered in this summary and more, read the [Student and Family Handbook](#).

1. If a student is tardy or absent from school, a parent or guardian must contact the Attendance Office on the day of (or before) a late arrival/tardy or absence preferably before 7:45 a.m.
2. Students arriving at school after the bell has rung (7:50 a.m. Monday, Tuesday, Wednesday and Friday; 9:30 a.m. Thursday) must check in at the Attendance window with their student ID or late arrival will be unexcused.
3. If a student needs to leave campus early for an unavoidable appointment, a parent or guardian must contact the Attendance Office via email or phone at the beginning of the school day, if not earlier. A student should not leave campus without a pass provided by the Attendance Office. Please note: Last-minute requests for early dismissal of a student may not always be accommodated.
4. Students who arrive at school or to class within the first 15 minutes of the day or a class period will be considered tardy. Any student arriving at school or to class after 15 minutes have passed will be considered absent.
5. Any student participating in an Eastside Catholic extracurricular or athletic event is required to attend all classes on the day of the activity. Students absent due to illness on the day of an extracurricular or athletic event will NOT be eligible for participation. Medical and dental appointments will be allowed only if the student presents a note from the doctor's or dentist's office.
6. Students who will miss two or more days of school planned in advance, must submit a completed [Pre-Arranged Absence Form](#) to the Attendance Office; a parent or guardian must let the Attendance Office know via email or phone call in advance of the missed days.
7. Absences during all-school liturgies, retreats, assemblies and other special events within the school will be considered unexcused unless the student is ill for the day or has a [Prearranged Absence Form](#) on file.
8. Excessive Absences

Middle School Policy

Students who accumulate 16 absences in one class will be placed on an Attendance Contract. Total

absences include excused and unexcused absences but do not include school-sanctioned activities such as field trips or early release for EC athletics.

A tiered system of support for excessive absences:

1. Eight (8) Absences - Intervention meeting with student, parent or guardian, counselor and dean of students or assistant principal.
2. Twelve (12) Absences - Attendance Improvement Plan and meeting with student, parent or guardian, counselor and dean of students or assistant principal.
3. Sixteen (16) Absences - Attendance Contract* and meeting with student, parent or guardian, counselor and dean of students or principal.

*When students are placed on Attendance or Behavior Contracts, enrollment for the next school year may be held.

High School Policy

Students who accumulate 16 absences in one class must petition for class credit. They will need to repeat this process for each class in which they have excessive absences. Total absences include excused and unexcused absences but do not include school-sanctioned activities such as field trips or early release for EC athletics. A tiered system of support for excessive absences:

1. Eight (8) Absences - intervention meeting with student, parent or guardian, counselor and dean of students
2. Twelve (12) Absences - Attendance Improvement Plan and meeting with student, parent or guardian, counselor and dean of students
3. Sixteen (16) Absences - petition for credit and meeting with student, parent or guardian, counselor and dean of students and principal.

When an unavoidable absence is due to illness or family emergency, we will work closely with the student and family. When an unavoidable absence is due to illness or family emergency, we will work closely with the student and family.

9. Any student participating in an Eastside Catholic extracurricular or athletic event is required to attend all classes on the day of the activity.
10. Mentor, EC3 and Tutorial attendance is required. Tardiness and absences from these classes follow the same disciplinary rules as all other classes.
11. Each student with an unexcused tardy or absence will receive an email from the Attendance Office the day following the unexcused event. Parents and guardians will be copied on these emails. If a student believes there has been an error in reporting, it is the student's responsibility to resolve the issue with their teacher. Attendance issues must be resolved within two school days of receiving the email from Attendance or the unexcused event remains.