



**2024-2025 Sacred Heart Greenwich
Middle School Attendance Policy**

The Middle School day will begin at 8:30 a.m. with Flex Time available from 8:00 to 8:25 a.m. This FLEX time includes opportunities for extra help from teachers, quiet study in designated early rooms, playtime in the athletic center, and access to the snack bar in the athletic center.

Attendance will be formally taken during the morning meeting, which begins promptly at 8:30 a.m. Once a student arrives on campus, students are required to turn off their cell phones and turn them in at the designated locations. Students are not permitted to use their cell phones during school hours. If students are in the athletic center during FLEX time, they must ensure their phones are off and stored in their backpacks.

End of Day: School ends at 3:25 p.m. each day except Wednesday there is an early dismissal of 2:35 p.m. for any student not participating in sports. MS athletic practices will continue to be 3:15 - 4:15 p.m. each day.

STUDENT ATTENDANCE

Daily Attendance

At Sacred Heart Greenwich we strongly believe that regular school attendance and participation are essential for student learning and that absences other than illness or emergencies are detrimental to a student's learning. Participation in class work is important to the progress of individual students and the class as a whole. Absenteeism makes learning more difficult for the student, and absences tend to disrupt the rest of the school. Additionally, teachers cannot be expected to instruct a student individually for missed work due to nonessential absences.

If a student misses more than 10 class periods in any given class in a semester (this equates to 20% of a scheduled class period), a parent meeting will be scheduled with the Assistant Head of Middle School for Student Life and/or Dean of Students to discuss the impediments of regular attendance to the class. Additionally, we may require work to be completed to make up for lost class time and/or deny advancement to the next grade. If a student misses school regularly, this may impact their course placement should they be considered for an Advanced or Honors classes.

Class Attendance/Tardies

Attendance is taken at the beginning of every period, including Morning Meetings, and students are marked tardy if they are not present at the start of each period. Students who have three unexcused tardies in a semester will

receive a warning. After five tardies, a student will be required to attend after-school detention, including reflection time and discussion on how to improve the student's ability to get to class on time.

Vacations

Sacred Heart Greenwich provides ample vacation time during the school year. Therefore, planned trips or extended vacations outside these times during the academic year are strongly discouraged. If extenuating circumstances make such an extension necessary, the Head of Middle School must be notified in writing at least two weeks in advance. If a student does miss school, they must complete the Planned Absence form on the Parent Portal. See below for details. Each student is responsible for completing all work assigned in her absence, which must be submitted on the student's return to school. Teachers cannot be expected to instruct a student individually for missed work due to nonessential absences.

Appointments

All non-urgent medical, dental and other appointments should be scheduled either after school hours or during vacations.

Absence & Extracurricular Activities

A full or half-day absence (arriving after 11:30 a.m.) makes a student ineligible to participate in interscholastic athletics or other co-curricular activities that day. Exceptions may be made only by the Head of Middle School in conjunction with the athletic director or theater director.

ATTENDANCE REPORTING PROCEDURES

Student Absence/ Late Arrivals/ Early Dismissal

If a student will be absent, arriving late or dismissed early, a parent/guardian must notify the school by 10:00 a.m. using the Student Absence Tracker in the [Parent Portal](#). If a student is not in school and notification has not been received, the parents/guardian will be contacted.

For all late arrivals and early departures, students **must** sign in/out in the Middle School office before leaving the building. Failure to do so will result in disciplinary action. If the school has not received notice, the student will not be permitted to leave.

A doctor's note should be presented to the Middle School office when a student misses any part of the day of school for medical reasons. If a student is diagnosed with a contagious illness (strep, covid, flu, etc.), the school nurse must be notified. You can contact the nurse via email (tiedemannk@cshct.org) or via phone at 203-532-3586.

Change of Departure

If a student has a change of how they normally depart school (ie. not taking the bus but being picked up by car or going home with another family), a parent/guardian must complete a Change of Departure form located in the [Parent Portal](#).

Leaving School Due to Illness

If a student becomes ill while at school, she needs to see a faculty or staff member, who will send her to the nurse. The nurse will recommend the proper course of action. If she is ill and needs to go home, the nurse will call her parent/guardian to come and pick her up. Students should not call home and ask to be picked up without coordinating this through the Health Office. A student may be released because of illness only by the school nurse.

Planned Absence Student Form (This is to be completed by students)

Parents must follow the attendance reporting procedures above if a student will miss two or more days of school. Additionally, the Student must complete a [Planned Absence Form](#) and discuss it with her advisor and teachers to ensure she is in good academic standing. The form must be signed by each teacher, the advisor, and the Assistant Head of Middle School for Student Life in advance of the absences. Upon completion, the form should be submitted to the Middle School office, and a copy will be emailed to the student.