

## II. Attendance Policies and Procedures

The personal interaction between a student and her teachers is vital to student success. In order to derive the maximum from her education at Woodlands, a student is required to attend classes, advisory, assemblies, and all activities daily and punctually. School is in session weekdays from 8:00 a.m. - 3:00 p.m.

On a block schedule, daily attendance is vital for a student's success, as more emphasis is placed on in-class work. An absence from class may impact a student's academic performance. After six absences, an attendance warning letter will be sent, and after eight absences a note from the student's physician may be required explaining the nature of the student's absences. If a pattern of absences occurs after weekends, on test days, etc., a meeting with the Dean, the parent(s), and the student will be requested. **Absence for more than ten days per semester (approximately 15% of the semester) is considered excessive, and the student will be put on an attendance contract.** Any additional absences may result in withdrawal from or failure in a class.

### Excused Absence

#### A. ILLNESS/DEATH IN THE FAMILY

If a student is absent due to illness or family emergencies, her parent must contact the school by 8:00 a.m. (by either calling the **receptionist** at 847-234-4300 or by submitting the online absence notification form). It is the student's responsibility to know what work or tests she has missed and to complete all assignments with reasonable assistance from her teachers. **For a one day absence, all work must be completed in 1-2 days. For a 2-3 day absence, all work must be completed in 1-3 days.** If a student misses only a test day or test review day, she should expect to take the test the day she returns. Teachers are obliged to give extra help to a student whose absence is due to illness or family emergency.

When a student is absent, she may access her homework assignments from Blackbaud. Students should make arrangements with teachers or, in the case of an extended absence, the Principal, for making up all work and tests in a reasonable amount of time.

Students who miss school due to illness may not attend afternoon or evening activities such as sports practices, rehearsals, SAT classes, or social functions.

#### B. PREARRANGED ABSENCE

Daily attendance is vital to student success. The personal interaction among a student, her peers in the class, and her teachers is irreplaceable in the learning process and enables the student to excel. For this reason, Woodlands Academy urges parents to be diligent in seeing that their daughter is in class except for illness or emergency. **Vacations and trips are strongly discouraged during school time.**

If it becomes necessary to request that a student miss a day or more of school due to special circumstances, such as college visits or family celebrations, there is a specific procedure to follow. The student must bring a written note from her parent to the receptionist or complete the online form at least one week prior to the absence. The receptionist will inform the teachers of the date(s) of the absence. Failure to follow this process will result in an unexcused absence with no credit given for work/tests missed. Teachers are not obligated to provide extra help with material missed. **It is the student's responsibility to make up all work/tests/papers and to arrange with her teachers a schedule for making up all work or tests prior**

**to her leaving.** Failure to follow this process will result in academic penalties according to departmental policies.

### **C. MEDICAL APPOINTMENTS**

Woodlands strongly urges parents to make medical appointments outside of class hours. In unavoidable cases, a completed online absence form, or a written note from the parent must be brought to the receptionist to be released early from school. In order for the appointment to be excused, the student must return with a written medical excuse from the doctor.

**Whenever a student arrives late to school or leaves school early, she must sign in and out at the reception desk.**

### **D. COURT DATES**

Court dates are excused if a copy of the court notification is given to the receptionist prior to the court date.

### **E. EARLY DISMISSAL/INFIRMARY PROCEDURE**

If a student becomes ill at school, she should report to the receptionist, who will care for her or call her parent to take her home. In case of emergency, the student will be taken to the Emergency Room of Northwestern Lake Forest Hospital, and her parents will be notified.

## **Unexcused Absences**

### **A. TRUANCY**

Any student who misses a class (cuts deliberately, oversleeps, forgets, etc.) will be given an unexcused absence for class that day, be placed on Disciplinary Warning, and will be assigned a detention. No credit will be given for work due or tests given that day, and parents will be notified that the class was missed. If a second offense occurs, the student will be placed on Disciplinary Probation for a semester (20 weeks).

Any student who cuts a day of classes will be put on Disciplinary Probation and will serve a one-day in-house suspension from classes. All work or tests due that day must be made up and completed the following day. No more than 59% credit may be given for any missed work or tests. Further cutting could result in dismissal from Woodlands.

### **B. UNAPPROVED REQUESTS**

Woodlands reserves the right not to excuse absences for reasons that are deemed unacceptable for missing class, such as hair appointments, personal errands, etc. No credit will be given for work or tests missed.

## **Perfect Attendance Policy**

The Perfect Attendance Award can be achieved by any student who is in attendance for every required class or activity day with no pattern of lates to school or classes. If a student misses classes due to a school-related function, it is not counted as an absence. College visits that can be officially verified through our college counseling office and prearranged with the receptionist will not be counted as absences toward this award.

## **Tardiness**

It is the expectation of the school that all students will be present in class by 8:00 a.m. each morning. Students who come to school after 8:00 a.m. must sign in at the reception desk and secure a pass to be admitted to advisory. All students are also expected to arrive on time to every class each day. There will be disciplinary consequences when a pattern of tardiness occurs.

## **Teacher Absence**

If a teacher is absent, students **must remain** in the classroom for the entire period. An assignment will be given on which students are to work quietly. If no instructions have been given, the Principal should be notified immediately by the students.

## **Check Out Procedure**

To facilitate communication, each student is required to check out with her advisor every day from 3:00 p.m. to 3:05 p.m. Failure to do so will result in disciplinary consequences.

## **Field Trips**

Parents and guardians granted permission for field trips through the registration forms. A student whose organization is going on a non-academic field trip will receive a field trip form approximately two weeks prior to the field trip. The receptionist will keep the completed forms on file. If any student's work is not complete or grades are not satisfactory, the Dean will notify the parents for the purpose of deciding whether the student should attend the field trip. A student who has not returned the form in time will not be allowed to go on the trip. A student may not participate in any field trip requiring fees to be paid by student/family if full payment has not been received prior to the trip. The school assumes responsibility only for such excursions that are designated school-sponsored and for which the proper procedures have been followed.

## **Junior/Senior Lunch Permissions**

Seniors may apply for off-campus lunch permissions, which allow them to be off-campus on designated school days during lunch on regular schedule days. This is a privilege accorded to seniors, with parent permission, who meet all of their school obligations and who are not on Academic or Disciplinary Probation. Woodlands reserves the right to withhold this privilege from any student not meeting the behavioral and academic expectations of Woodlands Academy.

Second semester juniors may apply for off-campus permissions, which allow them to be off-campus during lunch on two designated days.

## **Bus Transportation**

On regular school days, Fort Sheridan and West Lake Forest bus riders will be picked up at 7:30 a.m.

On late start days, Fort Sheridan and West Lake Forest bus riders will be picked up at 9:30 a.m.

At the end of the school day, bus riders will leave Woodlands at 3:10 p.m.

Any students whose conduct on the bus does not meet the requirements of the school may be asked to find other transportation.

## **Liability: Student/Accident**

The school shall not be held responsible for injuries occurring during the designated hours of the school day when there is supervision or during participation in school-sponsored events when there is supervision. It is expected that all students have insurance coverage.

## **Visitors**

Students may request permission to have a female guest at school. The request must be submitted in writing with a parent signature at least one week prior to the visit. Female guests are allowed at certain times of the school year, and this is at the discretion of the Dean. Woodlands' students are responsible for the behavior of their guests. Guests must be appropriately dressed. If a prospective student wishes to visit the school, arrangements must be made with the Enrollment Management. Male guests who come to the school must remain in the reception area, and the Dean of Students will be contacted.

## **School Closing Announcements**

In case of bad weather or other emergency situations, school closing announcements will be sent to the telephone number and email address parents entered in the school's database, Blackbaud. Please do not phone the school to obtain this information.

## **The School Schedule**

### **Red/White Day (70 min classes)**

7:15 - 7:55	Period 0 (Orchestra students only)
8:00 - 8:15	Advisory
8:20 - 9:30	Period 1 or 5
9:30 - 9:40	Break
9:40 - 10:50	Period 2 or 6
10:50 - 11:50	Community Time
11:50 - 12:30	Lunch
12:30 - 1:40	Period 3 or 7
1:40 - 1:50	Break
1:50 - 3:00	Period 4 or 8
3:00	Checkout

### **Red/White Afternoon Activity Day (70 min classes, 1 hour activity)**

8:10 - 8:15	Advisory
8:20 - 9:30	Period 1 or 5
9:30 - 9:40	Break
9:40 - 10:50	Period 2 or 6
10:50 - 11:00	Break
11:00 - 12:10	Period 3 or 7

*Chapter II: Attendance Policies and Procedures*

<b>12:10 - 12:50</b>	<b>Lunch</b>
<b>12:50 - 2:00</b>	<b>Period 4 or 8</b>
<b>2:00 - 3:00</b>	<b>Activity</b>
<b>3:00</b>	<b>Checkout</b>

**10:00 am Late Start (60 min classes)**

<b>10:00 - 10:05</b>	<b>Advisory</b>
<b>10:05 - 11:05</b>	<b>Period 1 or 5</b>
<b>11:05 - 11:10</b>	<b>Break</b>
<b>11:10 - 12:10</b>	<b>Period 2 or 6</b>
<b>12:10 - 12:55</b>	<b>Lunch</b>
<b>12:55 - 1:55</b>	<b>Period 3 or 7</b>
<b>1:55 - 2:00</b>	<b>Break</b>
<b>2:00 - 3:00</b>	<b>Period 4 or 8</b>
<b>3:00</b>	<b>Checkout</b>