

ATTENDANCE

Regular attendance is vital to each student's development, and for orderly school operations. Regular daily attendance at school is the responsibility of each student and his/her parents or guardians. In order to encourage parents to keep their child at home if they are sick, there will be no perfect attendance awards.

Even though the school will make an effort to notify parents of excessive absences, it is the responsibility of the parents and students to monitor absences and tardies. (Parents of students in grades 6-12 may monitor attendance through Teacherease.)

TARDINESS:

1. At 8:00 an orange cone will be placed in the main drive. If you arrive after the cone is in place, you must park your car and **sign-in your student** at the main office. All students who arrive after 8:00 will be marked tardy. Unexcused tardies receive a zero for all work missed. The Administration will determine what is excused and unexcused.
2. Students not signed in by parents will receive an unexcused tardy.
3. **Penalties for tardies per semester (grades 8-12):**
Missing more than 15 minutes in a subject area class will be considered an absence.
1st offense: recorded
2nd offense: recorded
3rd offense: warning (pink slip)

ABSENCES:

Any elementary student arriving between 8:00 and 9:00 will be recorded as tardy. Elementary students being checked in after 9:00 and before 11:00 will be marked as a partial absence. Arrival after 11:00 will be recorded as a full day absence. Students in grades 9-12 will be marked tardy or absent for each class period. If an 9th-12th grade student misses ten minutes in a subject area class, they will be marked absent for that subject.

Elementary students with twenty or more absences for the year, whether excused or unexcused, may be required to complete additional work in order to be promoted to the next grade level.

High school students with ten (10) absences in a one-semester class or twenty (20) absences in a two-semester class will not receive credit for those classes. Whether the absences are excused or unexcused does not change the credit ruling. The Administration may waive this requirement if it is determined that the absences are due to **long term illness**.

Any student who is absent will be unable to participate in extracurricular activities on the day(s) they are absent.

WRITTEN EXCUSES ARE REQUIRED WHEN A STUDENT IS ABSENT.

1. **EXCUSED** ABSENCES:

- a. Personal illness-At the School's discretion, a doctor's certificate may be required. **An excuse must be received in the office within 48 hours of the absence in order to be excused.**
- b. Death of a relative-Absences are limited to three (3) days unless reasonable cause may be shown by parent or guardian for a longer absence.
- c. Pre-scheduled appointments-Doctors' and other appointments should be scheduled for non-school time whenever possible. **An excuse must be received in the office within 48 hours of the absence in order to be excused.**
- d. Trips-Absence for trips will not be excused unless: permission is requested through the office **in advance**, the student is maintaining a passing grade in all subjects, and the student has not already had excessive absences. **Tests and exams will not be given before the absence.**
- e. Reasons for any other absence must be approved **in advance** by the principal.

Assignments/tests/quizzes due the day you are absent are due the day you return. If they are assigned on the day you are absent, you will be allowed an extra day to complete them (**excused absences only**). (Special allowances may be made for extended illness.)

2. UNEXCUSED ABSENCES:

Any absence not listed above will be considered an unexcused absence **and will result in zeroes for all work (tests, assignments, etc.) which would have been done during the time absent.**

3. WITHDRAWALS

If it becomes necessary for any reason for parents to withdraw their child during the school year, written notification must be received in advance of the withdrawal date. The notification should be received as early as possible and include a reason for withdrawal.

Parents/guardians are obligated for the full cost of tuition and fees for the entire school year regardless of whether or not they withdraw their child during this period, except in cases of the student's catastrophic illness or the parent's job transfer out the area. (See Financial Policy)