



ATTENDANCE

Attendance Policies

Class attendance and punctuality are vital to a student's academic success. Although absence is sometimes unavoidable, students who are absent miss what is taught. Making up assignments, while necessary, is not a substitute for attendance.

Cumulative absences of more than **15 classes** in a semester, for whatever reason, may result in the loss of credit in that class. Chronic Illness or an emergency situation causing 15 or more absences will be dealt with on an individual basis through the office of the Vice Principal. In any case, students must make up **all** tests, quizzes, assignments and time before credit is reinstated. Time can be made up by meeting with the teacher before or after school.

Absences because of school-sponsored activities or because of meetings with a counselor, administrator, etc. are not counted in this loss-of-credit policy.

Students who are absent from school for four or more periods of a school day may not participate in games, practices, rehearsals, meetings or other activities and may not attend games, dances, or other school-sponsored events on the day of the absence, unless approved by an administrator.

Planned Absence

Any planned absence must have a **signed note from a parent or guardian** before the absence occurs. Students who know they will be absent from school should see their teachers ahead of time in an attempt to keep up with their work. However, students and parents/guardians are reminded that any absence from school, except for school-sponsored activities, will be counted in determining the loss of credit. If a student knows ahead of time that they will be missing more than 2 periods in a given day, then they are to fill out a Pre-Approved Absence Notification Form found in the main office. Any assignments due during the time of the pre-approved absence are expected to be turned in the first day the student returns to school.

Reporting Absence

It is of paramount importance that we know where students are if absent. Therefore, on the day of absence, parents/guardians are to call the school at 360-258-1932 between 7:15 and 8:15 in the morning. Messages may be left on the school's voice-messaging system any time prior to 8:00 a.m. On the day the student returns from an absence and before reporting to class, he/she is to present a note in the front office from a parent or guardian explaining the absence. **A phone call and/or a note must verify all absences or they will be marked unexcused.**

Parents/Guardians who will be out of town while school is in session should give the school office the name and phone number of the adult who will be responsible for their sons or daughters in their absence.

Absence for Ten Consecutive Days

Students with unexcused absences for ten consecutive days may be dropped from the school rolls. Parents of students wishing to return to the school after this ten-day period must make an appointment with the Principal, who will then decide on readmission. All elements of the school's readmission policy, as well as any other stipulations, will be enforced at the Principal's discretion. Severe illness or injury, necessary major surgery, and other health-related conditions may constitute exceptions to this policy, but the school must be notified of these conditions as soon as they become known. In such cases, the policy regarding these extended absences will be in effect. Delay in notifying the school may result in the automatic dropping from school rolls.

Obtaining Class Work

Students who will be absent from school for **three days or more** can contact their teachers to obtain work for the days missed. Please request homework 24 hours in advance.

Classroom Attendance Policy

At the beginning of the year, teachers will inform students of their policies regarding lateness or absence in their particular classes. An absence is not an acceptable excuse for incomplete work. It is the students' responsibility to find out work missed and to complete work as designated by the teacher. This policy is intended to encourage students to put school attendance as a high priority. ***One day of make-up is allotted for each excused day missed unless other arrangements have been made with the teachers.***

Tardiness

A student arriving late to a class disrupts the education of every member of the class. Tardiness is seldom excusable. Regular class tardies are at the discretion of the teacher and may result in a detention held by the classroom teacher. If a student is late to class, they must present a re-admit pass from the front office or a signed pass from a teacher to be re-admitted into class. A full class absence is recorded if a student misses more than 15 minutes of the class.

The following consequences for unexcused tardies in one class may occur:

1st unexcused tardy = Warning

2nd unexcused tardy = Warning

3rd and each subsequent unexcused tardy = Detention

5th unexcused tardy = Parent meeting with student, parent, teacher and vice principal.

Late To School

A student arriving to Morning Chapel after our **8 A.M.** start (no matter what the reason – excused or unexcused) is considered late to school (LTS). Once a student accumulates seven (5) LTS's per semester, each additional LTS will result in a detention. Excessive tardiness is considered a disciplinary matter and may result in more serious consequences.

Pass to be Out of Class

Students out of class must carry a pass from the office or a pass from their teacher.

Early Dismissals

Parents/guardians must request an early dismissal by note/email/phone call. Students present the note to the office before 8:00 a.m. on the morning of the early dismissal. Either parents/guardians must personally sign out students or the office will verify by phone that the students have permission from their parents/guardians to sign themselves out. It is recommended that parents request early dismissal only for medical or emergency reasons.

Illness

A student who becomes ill during the school day must go to the school office. Under no circumstances may a student who is ill or injured leave the campus without reporting to the office. If it is determined that the student is too ill or injured to remain in school, attempts will be made to contact a parent/guardian, or designated emergency contact person. Transportation will be arranged, and steps for appropriate care will be taken. School officials will summon paramedics if medical attention beyond simple first aid is required. Parents/Guardians must assume all expenses incurred for emergency treatment. Students must present a note for the absence on the day of their return to classes.

Parents/Guardians may give their students permission to drive themselves home if the parents/guardians feel their students are capable of driving home. A school official must verify this permission.