



Attendance Policy

“Make the best use of your time, because the days are evil.” – Ephesians 5:16

Being On Time Matters

Getting to class on time is just as important as showing up. When you're late, you miss important learning — and it disrupts your classmates too.

- **Elementary students** must be in their classroom by **7:45 A.M.** If you arrive later, stop by the office to **sign in and get a tardy slip.**
- **Secondary students** need to be in class by **7:55 A.M.** Anyone arriving after that also needs to **sign in and get a tardy slip.**

If you're **more than 20 minutes late** to class, it counts as an **absence**, not just tardy.

Every **5 tardies** (excused or unexcused) = **1 absence** in that class.

Letting Us Know You're Absent

If you're going to miss school, a parent or guardian must **call the office that morning.** This helps us keep everyone safe and accounted for.

- If the school doesn't hear from your parent, we'll reach out.
- If we don't get a response by the **first day you return**, your absence may be marked **unexcused.**
- All absences show up on report cards and official records as **whole-day absences.**

Excused Absences & Tardies

These are the main reasons an absence or tardy would be considered excused:

1. A **death in the immediate family**
2. A **doctor or dentist appointment** (with a note)
3. When is your local public school **closed or delayed** because of weather
4. **Emergencies** (at school leadership's discretion)
5. **Illness** – If you're sick a lot, we may ask for a doctor's note.
 - Wait **24 hours after** a fever, vomiting, or diarrhea before returning.
6. A **school event** or field trip
7. **Planned Educational Leave** (must meet all requirements below):
 - Get **written approval from the principal at least 1 week before**
 - Turn in an **education plan** (what you'll learn/do) for approval
 - No more than **5 days per year**
 - No educational leave allowed during **final exams**
8. Up to **3 parent-excused absences** per semester (no doctor's note needed)
9. Other situations as approved by the administration

Make-Up Work

If your absence is **excused**, you'll get extra time to make up work — **the same number of days you were out**.

If you arrive late, after a class assignment/test/quiz was due:

- You'll need to talk to your teacher and set a time to make it up — usually **that same day**.

Unexcused absence?

Tests and quizzes must be made up **right away**, and you **won't get credit** for in-class work or participation from that day.

Too Many Absences? Here's What Happens

Good attendance is important — not just for your grades, but for staying on track.

- **Seniors** who have an **A** in a core class don't have to take the **final exam** for that class in the second semester.
- **High school students** with:
 - **0 unexcused tardies**
 - Fewer than **3 unexcused absences**
 - And a grade of **87% or higher**
don't have to take the final (but they *can* if they want to boost their grade).
- Everyone else must take **semester finals**, which count for **10% of your semester grade**.

If You Miss a Lot of School:

- **5 absences** = a reminder letter sent to your parents
- **More than 9 absences in a semester** = Your grades may be reviewed, and you could be held back or fail the class (unless there's a valid reason like hospitalization)
- **More than 18 absences in a school year** = You may **fail the class** and be **referred to the school board** for review

Track Your Attendance

Your attendance is tracked by **Gradelink**. Students and parents should check monthly to stay on top of it. It's your responsibility to know how many days you've missed!