Attendance

Students are expected to be in class every school day. They are to report to the grade level check-in prior to morning meetings for attendance daily.

- All students can arrive on campus starting at 8 a.m.
- Student who are late to school must check in with the upper school administrative assistant
- If students need to sign in or out throughout the day, they must do so in the upper school office
- Upper school administrative assistant reviews all sign-ins/sign-outs
  - Need parental permission – email, note, phone call
- Tardy to school
  - Grade level deans will monitor tardies and will follow-up with students and parents if there is a pattern of excessive tardiness (refer to Discipline section)
  - Exceptions will be made for severe weather, traffic accidents, and family emergencies
- Eligibility
  - Students must be present (physically and signed in) by 8:50 a.m. to be eligible for extracurricular activities
  - Exceptions will be made for doctor's appointments (with documented doctor's note) and family emergencies

Examples of Excused Absences:
- Illness of the student
- Severe injury or illness in the family
- Death in the family
- Court summons
- Verified doctor or dentist appointment
- Physical incapacity (documented)
- Mental incapacity (documented)
- State emergencies
- Religious holidays
- Participation in authorized school activities
- College visits approved by the college counselor

Depending on the above circumstances, teachers will allow reasonable time to make up missed tests, quizzes, and homework assignments (see Test Policy). Students will be allowed full credit for make-up work. Students are responsible for obtaining missed assignments and due dates. More than seven absences from a trimester course or 15 absences from a yearlong course may result in loss of credit.

Note: Students may face disciplinary action for unexcused absences.

Early Dismissal
Students who leave before the end of the school day must sign out in the office. Students will be dismissed early only if the upper school office receives notification from parents in advance (phone call, note, or email).

Extracurricular Activity Eligibility
In order to participate in athletic practices, contests (athletic and otherwise), concerts, musical and dramatic performances, practices or rehearsals, or other school programs, students must be present and accounted for by 8:50 a.m. Exceptions will be made by the dean of students for traffic, inclement weather, medical appointments, religious observances, and family emergencies upon receiving communication from parents/guardians.

Illness
Students who are ill or injured must see the school nurse before leaving school. The nurse will contact the parents and the upper school office. Parents should keep students home if they have had a temperature of 100 degrees or greater in the last 24 hours, have had diarrhea or vomiting in the last 24 hours, or are unable to participate in a full school day due to symptoms of illness. Students may return to school after illness if they have a temperature below 100 degrees for 24 hours without the use of fever-reducing medication, have not vomited or had diarrhea in the last 24 hours, and are able to participate in a full school day. Notify the school nurse immediately if your child develops a communicable disease.

Upper school students may carry a small supply of over-the-counter pain relievers for their own personal use.

Lateness
Students arriving late must report directly to the upper school office. Students who have a doctor's appointment during the school day must bring an appointment verification form from the doctor for the absence to be excused.

Vacation Policy
Ordinarily, absences are not excused the two days preceding and following school breaks. However, if there is an extraordinary reason for missing school, parents must submit a written excuse to the upper school dean of students two days prior for approval. Failure to obtain an excused absence will result in zeros for all work missed.