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## **Providence Heights Alpha School STUDENT ATTENDANCE POLICY**

(Revised October 2018)

**The School Day:** PHAS opens its doors to receive students at 7:15 am. Students gather in the cafeteria until 7:25 am at which time students are expected to go to their homerooms. Prayer bell rings at 7:40 am. Students are expected to be in their homerooms and engaged in prayer at this time. Any student not in their homeroom at prayer bell will be considered tardy and must report to the office to sign in.

Students are dismissed at 2:30 pm. Students are expected to remain in class until the end of the school day. The APEX program runs from 2:45 pm to 6:00 pm.

**Excused Absences:** Permissible excused absences from school are:

- Personal illness
- Doctor/dental appointments
- Approved tutorial programs not offered by the school
- Quarantine
- Death in the immediate family
- Traditionally-recognized religious holidays
- Approved educational travel
- Court appearances
- Other urgent reasons as approved by the Principal

**Unexcused Absences:** The following constitute unexcused absences:

- Lack of a valid written excuse from the parent/guardian and/or licensed health care provider, where deemed appropriate by the Principal
- Absence because of parental neglect
- Unapproved educational travel
- Oversleeping
- Working at home
- Other reasons not sanctioned under excused absences

**PLEASE NOTE:** Students absent from school are not permitted to engage in any afterschool activities, sports, or practices on the day of absence without Principal approval.

A daily absentee list will be available to the staff each school day.

**Half Day Absences:** A student arriving after 10:00 am and remaining until 2:30 pm will receive a half day absence. A student arriving by 7:40 am and leaving before noon will receive a half day absence.

**Exceptions:** In unusual circumstances a child may not be able to attend school for severe psychological or medical reasons. In such cases, parents must notify the Principal, provide supporting documentation from a licensed health care provider, and work with school administrators

to develop a plan to ensure that the child receives an appropriate education and that the parent does not violate state attendance laws.

**Readmitting Absent and Tardy Students - Excuses:** Upon returning from an absence, a written excuse from a parent/guardian and/or licensed health care provider, where deemed appropriate by the Principal must be presented to the School within three school days. Students who miss three consecutive days due to illness must present an excuse from a licensed health care provider. If the excuse is not given to the School by the third day after return, the absence will be considered unexcused. All excuses must include the following information:

- Full name of student
- Date of absence
- Reason for absence
- Signature of parent/guardian and/or licensed health care provider, where applicable

**Tardiness:** Students who are not inside their assigned homerooms or classrooms when the Prayer bell rings at 7:40 am are considered tardy. Tardiness is considered excused or unexcused for the same reasons as excused or unexcused absences. Students who are not in their assigned homeroom at 7:40 am must report to the School Office to sign in. Middle School students may sign themselves in but parents must sign in their children in grades PreK through 5.

**Exceptions:** Students whose bus arrives late to school are not considered tardy, however they must still report to the School Office to sign in.

**Early Dismissals:** Parents and students are strongly encouraged to make personal appointments before or after school hours since being dismissed early from school can cause a disruption to the educational process. If possible, advanced notification from the parent/guardian to the School Office that includes the reason for the early dismissal is recommended. Students who leave school early for medical or dental appointments must bring documentation from the doctor/dentist when the student returns from the appointment. Early dismissals will be recorded and taken into account when looking at the overall pattern of student attendance.

**Class Cuts/Tardiness to Class/Early Dismissals:** Students consistently absent from, late to, or dismissed early from a class on a regular basis (consistently tardy from Period 1 or consistently dismissed early from Period 9 for example) may be subject to consequences due to accumulated time. Accumulated time missing from a class can be converted to absences and parents/guardians understand that lack of attendance will affect the student's grade.

**Pre-Approved Absences Including Educational Travel:** The School recognizes that students may need to travel with parents/guardians for valid educational or family reasons. In such cases, pre-approval is required. Students requesting permission for such travel with parents/guardians must complete an Absence Request Form at least five days in advance of the proposed trip, which when completed, will explain their reason for the request and the duration of the trip. All trips must have some educational or family value for the student in order to be counted as an excused absence.

The School allows a total of ten pre-approved absences during the entire school year. This includes days and half days before or after regularly scheduled calendar vacation days. Once the maximum allowed ten pre-approved absences has been met, any requests for Pre-Approved Absences may be recorded as unexcused absences and all consequences outlined below may apply.

**Make-Up Work:** Students are required to make up any class work or tests that are missed during excused, unexcused and pre-approved absences after readmittance to school on a schedule arranged with the teacher. In the case of younger grades, the teacher may need to work with the parent/guardian to arrange a make-up schedule. In the case of Middle School students, it is the responsibility of the student to communicate with their teachers before the absence and again upon their immediate return to arrange a make-up schedule and deadline expectations. The teacher will use their discretion to arrange this in a manner which is most conducive to the classroom, the student, and the teacher.

**Make-Up Work due to Pre-Approved Absences:** When possible, students will be provided with work to take with them which will be due upon their immediate return. Any work turned in after that time will be considered late for partial credit. Any work or tests missed during the course of the absence will be made up according to a schedule arranged with the teachers where possible.

The School urges parents/guardians to refrain from scheduling pre-approved absences during the first or last week of the school year or during specified days when standardized tests or semester or final exams are being administered. *Approval may be denied during these periods.*

Students absent ten or more days of the semester and/or who are regularly tardy or dismissed early may not be approved for further days off. Also, students who, in the opinion of the Principal, with input from professional staff, are performing less than satisfactorily may not be given permission to leave on a pre-approved absence. If the trip is taken without approval, the absence will be treated as an unexcused absence.

**PLEASE NOTE:** There may arise situations where students will miss projects, activities, quizzes or tests which cannot be re-visited or made up. In some cases, work, tests, or quizzes, may be dependent upon classroom teaching that students missed. It is the understanding of parents/guardians that they choose to remove their child from school for educational or family reasons, it may impact the child's performance.

**School-Sanctioned Activities:** Students with a good record for on time attendance and grades may be released from school for approved participation in school sponsored field trips, performances and co-curricular and extracurricular activities as approved by the Principal. The student is responsible for making up the work, quizzes and/or tests during the released time. Students who, with approval, are participating in school sponsored activities are considered present. (This includes the Diocesan Spelling and Geography Bee, Honors Band and State PJAS). A Principal may deny requests to attend school sanctioned activities where the Principal, with the input of professional staff, determines that the student's grades and/or attendance record indicate that the request to miss class for the activity should not be granted.

\*Please note that shadow dates at high schools are not school sanctioned activities but will be considered an excused absence when accompanied by a written excuse.

**Quarterly Excessive Absenteeism:** Absences, excused or unexcused, beyond five days in a quarter are considered excessive. When a student has accumulated more than five days of absence or their equivalent in a quarter as verified by the Principal, the following may occur:

1. The Principal may notify the parent/guardian of the dates of absences.
2. If subsequent absences occur in the quarter, the Principal may determine if it is necessary to arrange a conference.
3. In grades 3-8, the student will receive a "needs improvement" on his/her report card under character development- "Attends school regularly and on time".

4. In grades 6-8, in compliance with the Honor Roll Policy, the student will be considered ineligible for High Honor Roll for that quarter.

**Yearly Excessive Absences:** When a student has accumulated a total of sixteen absences or their equivalent in a school year, an official notice of absenteeism will be sent home. The purpose of this correspondence is to inform the child's parent (1) of the dates of absences and to notify the parent/guardian that the compulsory attendance policy has been violated, (2) to determine a date to conference with the Principal (if deemed necessary by the Principal) to discuss options moving forward, and the student's possible suspension from afterschool or extracurricular activities, including but not limited to Forensics, PRSEF, PJAS, School Play, Athletics, School field trips, High School shadow days, (3) the student may be considered ineligible for High Honor Roll and any year-end awards for the remainder of the school year.

\*High Honor Roll only occurs in Middle School, grades 6-8.

**Quarterly Excessive Tardiness and Early Dismissals:** When a student has accumulated more than five tardies or five early dismissals, whether excused or unexcused in a quarter this is considered excessive. When a student has accumulated over five tardies or five early dismissals in a marking period as verified by the Principal, the following will occur:

1. The Principal may notify the parent/guardian of the dates of tardies or early dismissals.
2. If subsequent absences occur in the quarter, the Principal may determine if it is necessary to arrange a conference.
3. In grades 3-8, the student will receive a "needs improvement" on his/her report card under character development – "Attends school regularly and on time".
4. In grades 6-8, in compliance with the Honor Roll Policy, the student will be considered ineligible for High Honor Roll for that quarter.

**Yearly Excessive Tardiness and Early Dismissals:** When a student has accumulated a total of sixteen tardies or sixteen early dismissals within a school year, an official notice will be sent home. The purpose of this correspondence is to inform the student's parent (1) of the dates of tardies and early dismissals and the school policy (2) to determine a date to conference with the Principal (if deemed necessary by the Principal) to discuss options moving forward and the student's possible suspension from afterschool or extracurricular activities, including but not limited to Forensics, PRSEF, PJAS, School Play, Athletics, School field trips, High School Shadow Days, (3) the student will be considered ineligible for High Honor Roll and any year-end awards for the remainder of the school year.

\*High Honor Roll only occurs in Middle School, grades 6-8.