



## Upper School Lateness & Absence Policy

*Academic Year 2010-2011*

It is the student's responsibility to be certain his/her attendance, absence, or lateness is accounted for each day. (Attendance is recorded at 8:20 AM in the advisory room on Monday, Wednesday, and Friday. On Tuesday and Thursday, it is recorded in a student's Form homeroom.) Simply, students must be on time for the taking of attendance. If a student is late, he or she must sign in at the Attendance Office immediately upon arrival at school. Failure to do may result in the student being marked absent.

**On Mondays, Wednesdays, and Thursdays, seniors who do not have an early class do not have to be in for homeroom. Instead, they should sign-in at the Attendance Office when they enter school.**

If a student will be absent from school or will be late, a parent or guardian must call and notify the Attendance Office (ext. 3670). Also, a parent or guardian must call and notify the Attendance Office each day of an extended absence. Form Deans determine if an absence or late arrival is "excused." If illness or injury requires a prolonged absence from school, a parent or guardian should contact the Form Dean to report the reason for the absence and discuss plans to address missing work.

Classes begin at 8:30 AM. Students arriving after this time will be considered late. The teacher may "recall" any student who is late to class. For "recall," teachers may ask students to come back to the classroom after school. **Recall takes priority over practices or rehearsals.** Repeated tardiness will result in the following disciplinary action: more than **three times** being tardy, a student will receive a detention and the parent is called; after **six times** being tardy, the student could be suspended.

**If an unexcused absence or lateness causes a student to miss eight or more classes per semester, the student may lose course credit.**

Students are responsible for making up the class work and assignments missed because of absences due to illnesses, school trips, activities, or games. Students should contact their teachers or classmates for any work or assignments missed.

"Cutting" a class, activity, or scheduled appointment is a serious breach of school policy and will result in disciplinary action, including a possible suspension from school.

Poly offers ample vacation days. Thus, it is our expectation that parents and students observe the dates specified on the school calendar. Advance requests for exceptions should be submitted the Form Dean who will make a decision. On the other hand, it is the school's general policy not to excuse students for early vacation departures or late returns or for other school absences not caused by illness or family emergencies. Parents should understand that teachers are not obligated to honor requests to re-teach missed lessons in the event of such absences.