



# EASTSIDE CATHOLIC

## Attendance Policy Summary

- If your student will be absent from school, please call or email the Attendance Office prior to 7:45 a.m. at 425-295-3019.
- The Attendance Office reserves the right to deny any student an excused absence or excused tardy.
- Students over the age of 18 must still comply with each of these standards.

### Tardy to School

A student tardy is excused when a parent or guardian contacts the school via email, phone call or written note prior to the student arriving to school.

### Early Dismissal

The procedure for granting an early dismissal are:

- Communication must be received by the Attendance Office prior to 7:45 a.m. to be considered excused
- An email, voicemail or written note is required for an early dismissal
- The Attendance Office will issue an early dismissal slip to the student
- This dismissal slip is the student's pass to leave campus

### Excused Absences

A student absence is excused when a parent or guardian contacts the school via email, phone call or written note within 24 hours after returning to school.

Absences will be excused for:

- Illness
- Unavoidable medical, dental or family emergency
- Legal-related appointments
- Circumstances outside of the reasonable control of the student
- School sponsored co-curricular events (with academic/teacher approval)
- Discretion of administration

### Unexcused Absences

Any absence from a class period will be unexcused unless it falls within the parameters of an excused or pre-arranged absence. Parents may not excuse their students from school-sponsored events and activities such as all-school liturgies, assemblies, and other special events without a compelling and legitimate reason and by requesting permission from the principal or vice principal.

Unexcused absences include:

- Avoidable appointments made during the school day
- Missing class due to being academically unprepared
- Removal from a class by a teacher for disciplinary reasons



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## Activity Period

Activity Period attendance is mandatory.

- Students may miss one Activity Period per semester with an excused absence.
- More than one missed Activity Period (excluding extenuating circumstances) will result in an unexcused absence subject to the disciplinary consequences outlined in the handbook.

## Pre-Arranged Absences

A planned absence will only be considered excused if the student has submitted a completed, signed Pre-arranged Absence form to the Attendance Office. This form is available in the Attendance Office.

- Each teacher must complete Homework/Comments section and initial
- Parent review and signature required
- Return completed form to Attendance Office one day prior to absence

Teachers must be notified one week in advance of a planned absence so tests, labs and homework can be assigned and, if requested by the teacher, completed prior to the absence. Teachers are not required to make special lesson plans or assignments for any planned absences. If a student fails to follow the above policy, the absence will be considered unexcused.

\*\*Pre-Arranged Absence forms are only required for a full-day, non-Eastside Catholic related absence.

## Activity/Athletic Attendance Policy

Any student participating in an Eastside Catholic extra-curricular event or athletic contest is required to attend all classes on the day of the activity. Students who are absent due to illness the day of the event will not be eligible for participation. Acceptable reasons for non-attendance include:

- Scheduled medical or dental appointments
- Medical, dental or family emergencies
- Legal-related appointments
- Any circumstances outside the reasonable control of the student

## Disciplinary Consequences

Disciplinary consequences for unexcused absences are as follows:

- Unexcused Absences (one period)
  - 1st offense – Detention
  - 2nd offense – additional detention
  - Further offenses – Saturday school and parent notification
- Unexcused Absences (more than one period)
  - Saturday school and parent notification
- Unexcused Absences (excessive – third absence in any period)
  - Attendance probation, possible suspension or dismissal



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- Excessive Tardy
  - Three or more unexcused tardies in one class per semester or 6 tardies in all classes per semester will result in a detention. Subsequent tardies will result in further disciplinary measures.

## **Excessive Absences**

Excessive absences, excused or unexcused, may negatively impact a student's learning, success and grades. When a student exceeds 10 absences in a semester, we will contact the student's parents and arrange a meeting to discuss the excessive absences. Students with avoidable excessive absences may be placed on Attendance Probation.

If at the end of two consecutive semesters a student has 10 absences per semester, whether excused (avoidable) or unexcused, that student can be dismissed from Eastside Catholic School. The student may choose to set up a meeting with the Middle School or High School Principal with documentation that might further explain the excessive nature of the absences.

When there is an unavoidable absence due to illness or family emergency, we will work closely with the student and his/her parents/guardians. Avoidable absences include:

- Vacations during a scheduled school day
- Excessive appointments that could be scheduled outside of regular school hours
- Non-Eastside Catholic sponsored extracurricular activities

For further clarification of the Attendance Policy, please refer to the Student Handbook or call the Attendance Office at 425-295-3019.