

# ATTENDANCE

For successful work and for the establishment of an acceptable student record, Ursuline Academy stresses the importance of regular and punctual attendance. Medical and dental appointments should not be made during the school day. Students must attend a minimum of 80 days each semester. A student who accrues seven (7) or more absences from a class within one semester may be denied credit for that class for the semester. Three (3) absences from the same class within a semester will warrant a communication from the teacher.

A student who arrives after 8:30 a.m. must present a signed parental note to the office indicating the reason for her tardiness; if she does not present a signed note, her parents will be contacted.

Arriving after 8:30 a.m. is considered a half-day's absence; arriving after 11:30 a.m. is considered a full day's absence. Leaving school before 11:30 a.m. is also considered a full day's absence. To attend an extracurricular activity, students must attend at least half of that school day.

## Absences

A school official will call the parents of absent students to confirm the reason for the student's absence. When the student returns to school after an absence, she must present to the Dean of Students a signed parental note indicating the reason for her absence. A student who has been absent three (3) or more consecutive school days due to an illness must also present to the Dean of Students a doctor's certificate upon returning to school. The student is responsible for making up all assignments, projects, quizzes, and tests.

Students must report to the office before they make arrangements for going home during the school day. All phone calls for permission to leave school must be made in the school office. All students must have parental permission before checking out of school. Students are required to bring a note from their parents indicating the reason for late arrival or early dismissal.

Excessive absence will result in disciplinary action; it may ultimately result in expulsion.

## Foreseen Absences

We encourage our students and parents to notify the school about foreseen absences. This kind of communication affords us an opportunity to enter into a dialogue with the students and their parents about the student's academic progress. Whereas we can neither prevent parents from taking their daughters out of school for what they consider good reasons, nor punish the students for their parents' decisions, we certainly can inform both the students and their parents about the academic problems that may be connected with the absences.

For this reason, whenever the parents notify the school of an impending absence, the Dean of Students will circulate the written notice through the student among all of her teachers. Attached to the parents' written notice will be a form on which each teacher should write his/her comments about the absence. The teacher is not asked to grant or refuse permission for the absence; the teacher is asked to supply accurate information the parents may wish to consider in making their final decision. The teacher's signature informs the office that the student followed through the required procedure.

## Long-Term Absences

The policy for dealing with lengthy absences for extraordinary reasons will be individually determined as the circumstances dictate.

## Conflict between Classes and Extracurricular Activities

There are times when student participation in an extracurricular activity is in conflict with required attendance in academic classes. Excused absences will be granted to students representing the school or attending a school-sponsored event. When these activities have been approved, students should complete an Excused Absence Form and return it to the Dean of Students. Students involved in college visits or college testing must provide written verification of these activities upon returning to school in order to be granted an excused absence. As students are officially excused from classes for participation in an extracurricular activity, make-up work must be allowed.

## Tardiness

A student who arrives after the 8:00 a.m. tardy bell must report to the office to obtain a tardy slip when she arrives. A morning detention will be issued to a student who accumulates more than four instances of tardiness each semester. Once a student has arrived on campus, she may not leave without checking in with the school office even if the first bell has not rung. Students who violate check-in and check-out procedures will serve a Saturday detention.

## Make-up Work

In the case of absences, students are responsible for scheduling their make-up work within three (3) school days upon returning to school. Teachers cannot assess an academic penalty for work missed during an excused absence. Usually, all tests and quizzes must be made up within one week of a student's return to school. If a student must make up a test, teachers will wait no longer than 15 minutes past the designated time scheduled for the makeup. The first time a student does not show, she will lose 10% of the value of the test; the second time, she will receive a "0."

Regarding make up work, a student who becomes ill and leaves school must leave a note at the office to inform the teacher that she cannot meet a scheduled appointment.

Students with planned absences shall discuss the work they will miss with their teachers before the absence in order to make prior arrangements for make-up work.

## Illness or Accident

A student who becomes ill or is injured at school must report immediately to the office if she is able to do so. If a student does not feel well enough to attend class, a parent will be called to take her home. If a parent cannot be reached, persons designated on the student's Student Contact Information Sheet will be called, and their instructions will be followed. Under no circumstances may a student call her parents to take her home until the office has been notified. All phone calls must be made from the school office.

School personnel do not dispense medicine, including aspirin unless indicated on the Student Contact Information Sheet. Students are reminded of Ursuline Academy's policy regarding the use of illegal drugs as outlined under "major offenses" in the *Discipline* section of this handbook. It is a major offense for a student to take medication not prescribed for her or to give medication to another student.

In the event of an accident, the supervising adult must report immediately to the High School office and complete the required accident report.

Ursuline Academy provides partial compensation for injuries caused by accidents to students while on the school grounds or while participating in school-sponsored activities. **However, the student's personal insurance is the primary provider for all claims.** If a balance for medical treatment remains after the insurance compensation has been paid, it is the responsibility of the student's parents or guardians to pay the balance.

State regulations require that the office have a health form on file for each student. Students must submit these forms to the office by Friday, August 21<sup>st</sup>. Students who do not submit said form will not be permitted to attend any classes until the form is completed and returned to school.

In accordance with the Asbestos Hazardous Emergency Relief Act (AHERA), a management plan has been prepared and approved by the State Department of Environmental Quality (DEQ). This management plan is available for review upon request from the principal during regular school hours. If a copy of the plan is desired, it will be made available at the cost of reproduction.