

# ATTENDANCE, BEHAVIOR, AND GENERAL POLICIES

## Attendance

Since regular attendance is essential to a quality, Catholic education, Providence students are required to stay within the guidelines of attendance as stated in this handbook. Parents are expected to support these policies and to communicate individual needs in a timely manner. Attendance is reflected on the student's official transcript. Students who cannot maintain regular attendance or parents who do not operate within our attendance philosophy may be asked to seek other educational options at another institution.

## Absence

Providence categorizes absences into three areas: waived, excused, and unexcused. Students must attend all classes, study halls, liturgies, and assemblies/special events that happen throughout the school day. Students failing to do this without permission from administration are considered truant and will receive a demerit. Students arriving late to school or leaving early must always sign out through the main office. Students are allowed to make-up classroom work within a reasonable amount of time for both waived and excused absences as long as they abide by the make-up policies of the classroom teacher.

*Waived absences are considered part of the educational program and do not appear as absences on the transcript.*

### **Waived absences include the following:**

- attendance at, or working on, a Providence retreat or parish activities if verified by the parish youth minister
- school approved field trips, school functions, or free days as given by the school
- two approved college visitation days for seniors as properly arranged through the Guidance Office and Attendance Officer; Juniors are allowed 1 second semester college visitation if properly arranged through the Guidance Office and Attendance Officer. Refer to section on the following page for guidelines on college visits.
- other such absences if approved by the administration

*Note: Administration reserves the right to restrict the number of waived days a student may take.*

*Excused absences do appear on the transcript and are subject to the possible loss of academic credit if absences become numerous.*

### **Excused absences include the following:**

- illness verified by parent phone call by 8:15 a.m. the day of absence
- family emergency if approved by administration
- funerals
- hospitalization if verified by a physician and approved by the administration
- prolonged and/or chronic illness if verified by a physician and approved by the administration
- routine medical appointments verified by parents and physician documentation provided five or less vacation days with proper notification to administration and teacher; Providence does not recommend the taking of vacation when school is in session; however, we do recognize that sometimes circumstances do not allow for a family's vacation to be taken during school holidays. When these times occur, the Attendance Officer must be informed five school days before and the student must get teacher signatures on the vacation form at least 3 school days in advance.

School policy does not provide for any extension or early starting dates of fall, spring or Christmas break. No student will be excused from school for travel the week before or the week after fall, spring or Christmas break. Any student absent for travel reasons will be unexcused from classes. Teachers are not required to make special provisions for students who are unexcused. Students absent because of illness on the day(s) preceding and/or immediately following fall or spring break will be required to bring a doctor's excuse to the Attendance Officer upon their return to school. College days are not allowed on the day preceding and immediately following fall or spring break without prior administrative approval.

*Unexcused absences are subject to the possible loss of academic credit if absences become numerous. **Missed work may not be made up.***

**Unexcused absences include the following:**

- any form of truancy (the cutting of a class and/or school); this results in a demerit and possible suspension
- any absences without appropriate permission or notification
- absences or early dismissals from school just prior to or following holidays or other school breaks of one or more days will be considered unexcused without a doctor's verification unless approved in advance by administration

*\*Note: Providence does not condone any type of skip day, all absences not verified by a parent will be considered unexcused. It is*

*the responsibility of the parent to notify the school no later than 8:15 a.m. on the day of the absence. Parents should call the hotline the morning of the absence. Messages left on the hotline after 8:15 a.m. the day of the absence will not be retrieved until the following day. When calling the hotline, please be sure to state your name, your relationship to the student, the student's name, and the **reason for the absence, tardy, or early dismissal**. After 8:15 a.m. if a student is absent and a parent has not called, the student is considered truant and will be marked as unexcused and subject to the loss of credit for assignments.*

Students who have permission to come late to school or to leave school early must still sign in or out in the main office. This includes students who are attending Prosser and IUS classes. Any student who fails to do this will be considered truant.

With excused and waived absences, the student may make up work as long as the student abides by the teacher's make-up work policies. Students are expected to initiate the process of making up the work. If a student misses five or more consecutive days a doctor's note is required before make up work can be accepted.

*Note: Students who wish to receive awards for perfect attendance must have **no excused or unexcused absences, at any time in the school day**. For purposes of perfect attendance awards only, funerals of immediate family members are waived but counted as excused absences for transcript and credit issues.*

Students may not leave school or come late to school because they are in a study hall, in liturgy, or in an assembly without prior approval of the administration. These events are considered an important part of the co-curricular program; therefore, parents may not call students out during this time for any reason including the completion of service learning hours or to report to work. The exception is for medical appointments, but students will be required to verify the appointment by the physician the day following the appointment. In addition, students must be in school for the last two blocks of the school day in order to participate in extracurricular activities that evening.

*Note: All final exams must be taken when scheduled unless the absence is excused with a doctor's note or approved by administration and is due to extraordinary circumstances.*

## **College Visits**

Students are allowed one college visit during the second semester of their junior year and two college visits during their senior year. These days are considered waived absences and do not appear as absences on the student's transcript. Proper procedure must be followed or the visit may not be considered a waived absence. First, the student must obtain a college visit form from the attendance officer in the main office. The student must have this form signed by all of his/her teachers and then return it to the attendance officer before the date of the visit. The day following the visit the student must turn in verification of the visit on the college's letterhead. No visitation days are to be taken after May first without the written permission of parents and a college admission official.

## School-Sponsored Free Days

Providence does offer a free day as an incentive for the Spring Raffle. A parent must inform the school when their son or daughter will be taking a free day, just as they would for any other absence. However, if a student attempts to use a free day when one has not been earned the school will consider the student truant.

## Tardies

Any student who is not in class by the 8:00 a.m. bell is considered tardy. Tardy students must enter through the main lobby and sign in at the main office to receive a pass to class. Students receive five excused tardies in each semester. Morning detentions are issued for every tardy beyond the fifth.

## Accumulated Attendance/Tardy Policies

Regular attendance patterns must be established in order for students to be successful in our program. The administration reserves the right to judge cases of absences and tardiness and expects the understanding and cooperation of the parents. Chronic absence, whether it be excused or unexcused, could result in loss of credit, dismissal from school, or the denial of continued enrollment.

Parents will be notified by letter upon the student's **fifth** excused or unexcused absence per individual class each semester. This notification serves as a warning that continued absences may be considered chronic and will lead to probation. Upon the **eighth** excused or unexcused absence per individual class, a parent will be contacted by phone or email to discuss the issue. Upon the **tenth** excused or unexcused absence in an individual class, the student and parents will conference with administration. At this time, the student may not be allowed to make up work for any additional absences and may lead to a loss of academic credit. In addition, if a student were to reach **twelve** total absences in a semester, the student's continued enrollment could be jeopardized and a report may be made to the local probation office.

A student with an extraordinary number of absences due to extended medical or other concerns will likely be asked to drop out for a semester rather than complete an inordinate volume of make-up or independent study work. This decision will be made after a case conference is held to discuss the situation and a determination is made as to what is in the best interest of both the student and the school. This is done in consultation with administration and counseling offices. No matter the circumstances, the grading period will not be extended more than two weeks beyond its scheduled end.

Students receive five excused tardies per semester. For **every** tardy past the five, students receive a detention. Parents will be notified in **writing** upon the eighth tardy to school (including the five excused tardies per semester). This notification serves as a warning that continued tardies will be considered chronic and may lead to probation. Upon the **tenth** tardy per semester, a parent will be contacted by phone and the student may **be placed on probation and subject to suspension from school**. At this time, the student will not be allowed to make up work for any additional tardies and may lose academic credit. In addition, continued tardies could jeopardize continued enrollment and will be reported to the local probation office.

Tardy to individual classes will be handled by the teachers. Teachers may excuse no more than five late to class tardies per semester but are not bound to accept any. Teachers may give students a 7:20 detention for any tardy when the student fails to provide a signed pass from another staff member in the building. Any student more than five minutes late to a class or study hall without approval from another staff member should immediately be sent to the Main Office. Chronic tardies to class will result in disciplinary action.

*Note: Excessive early dismissals or leaves during the school day will be handled in a similar manner as the above absences and tardies.*