



Absence Policy for JH/HS

Note: The Elementary has a different policy.

ABSENCES (Page 25 in the JH/HS Handbook)

The instructional program designed by each teacher is a progressive and sequential experience. It is generally impossible for that experience to be “made up.” Therefore, attendance is important.

An absence will be recorded when a student is not present in class. Upon returning to school, students are to bring a signed and dated note from the parent detailing the nature of the absence. This will permit the student to return to class and will indicate to the teacher(s) whether the absence is “excused” or “unexcused”. If a student returns without a note from their parent, he/she is considered “truant” and a disciplinary action will be given.

Students must present the note to the School Office before the beginning of the school day to receive a re-admit slip. Any re-admit issued after the start of the student’s school day will be accompanied with a tardy slip when applicable.

<p>Excused Absence (ES) = excused by school/parent – funeral, sick (after 3 days a doctor’s note is required), Dr./Dental appointments, family emergency</p> <p>➤ HW/Projects/Tests/Quizzes – extra time given per the current homework policy (<i>Students will be allowed two school calendar days per absence from the date of return, to make up homework missed</i>)</p>
<p>Parent Excused Absence (EP) = excused by parent/<u>unexcused</u> by school</p> <p>1. Disneyland, family trip, mission trip with their church, etc... 2. Headache, tired/overslept, parent is sick, etc... (exceptions will be reviewed by administration)</p> <p>➤ HW/Projects/Tests/Quizzes – due on due date or immediately upon return</p>
<p>Special (SP) = these absences are not counted against the student – school functions, sports, field trips (teacher authorizes participation)</p> <p>➤ HW/Projects/Tests/Quizzes – due on due date</p>
<p>Unverified Absence (UA) = unexcused absence – once a note is provided, absence will be changed to “ES” or “EP” (see above). If a note is not provided the absence will turn into a Truant (TU) and a disciplinary action will be given</p> <p>➤ HW/Projects/Tests/Quizzes – due on due date or immediately upon return</p>
<p>Suspension (SU) = unexcused absence</p> <p>➤ HW/Projects/Tests/Quizzes - given before suspension is due on due date / immediately upon return</p>

Maximum Allowable Absences

The maximum number of allowable absences in any one semester is 9 days (2nd – 7th period), with the exception of 1st period which is 11 days because of chapel schedule unless a waiver is granted. A waiver is granted in instances of documented medical conditions or in cases of rare or extreme circumstances as determined by the administration. **Any student who is absent for more than that noted above may ultimately lose credit in that course.** Please keep in mind that when a student misses 20 minutes or more of a class, they are considered absent. For example, a student arriving at 8:05am is considered absent for 1st period.

CCCS Administration