



## **Weimar Attendance Policy**

Students at Weimar Academy will be governed by the following attendance policy.

### **Attendance**

Regular attendance at all appointments is expected of every student. This includes classes, assemblies, work, music, D&F study hall and weekend religious services. Village students may be excused from morning worship if they do not have classes until the second period. Progress in school and success in daily learning activities are directly related to a student's presence in class.

### **Absences**

Absences will include the following areas; scholastic, disciplinary, work, and assemblies. An unexcused absence occurs when a student misses one of these events without a valid excuse. Leaving an assigned classroom without permission, or leaving with permission but not returning, is also considered an unexcused absence. Make-up work is not allowed for unexcused absences.

### **Tardiness**

Each student is expected to develop promptness by meeting each appointment on time. Two unexcused tardies will equal one absence. A student will be given an unexcused tardy, if the student comes to class without an excuse during the first ten minutes of the class period, after which the student will be given an unexcused absence. Any class work missed due to an unexcused tardy cannot be made up. Only absences/tardies in the scholastic and work areas will be recorded on the permanent transcript.

### **Excused Absences/Tardies**

An absence/tardy is excused by the administration if the student provides verification from the parent, legal guardian, or staff member stating one of the following as the reason for the absence/tardy:

- Illness of the student (verified by parent or dean)
- Death in the family
- Mandatory court appearance
- Unavoidable medical or dental appointments (verified in advance)
- Parent initiated absences arranged in advance and subject to the approval of the Administrative Committee
- Impassable/unsafe roads
- Emergencies

## **Administrative Absences**

These include the following areas; promotion tours, field trips, emergencies, work substitution. When a student is required by the administration to miss appointments, these absences will not be recorded on the permanent transcript.

## **Administration of Officially Excused Absences**

The Principal, Vice Principal and Deans have all been delegated the authority to officially excuse absences. Work supervisors may excuse their own workers in case of emergency or upon **prior** administrative approval.

## **Procedure to follow after any absence/tardy**

After a student has been absent/tardy from any appointment the student must do the following:

1. If excused:
  - a. Obtain a written excuse within three school days from the authorized staff member. (Those whose names are given from the dean for sick list will not need a written excuse. Village students will need to bring a note from a parent.) Absences or tardies not excused within 3 school days of returning to school automatically become unexcused.
  - b. Bring the written excuse to the Registrar's Office following the absences.
2. If not excusable, the student should return to class.

## **Disciplinary Unexcused Absence**

If an unexcused absence is given to the student, because of continued, unsatisfactory conduct in class, including sleeping, the student will be sent from the class to the Vice Principal or Principal as deemed necessary by the teacher.

## **Special Prearranged Absences**

Students desiring to accompany parents on vacations are required to send a request to the Registrar to present at Staff Meeting at least one week in advance for approval. You can get the form from the Registrar. Even when attendance exceptions are granted and homework is made up, absences are recorded.

## **Attendance Discipline**

For every unexcused class, Chapel or Joint Worship absence, a student will receive 1 point. For every unexcused tardy a student will receive 1/2 point. A point will be given for each period a student misses work. To avoid attendance discipline, total attendance points each quarter must stay below 3 points. **While points reset at each quarter, attendance discipline levels accumulate throughout the whole year. Parents are notified at each level.**

### *First Level*

When 3 points have been accumulated the student is put on an Attendance Checklist and will receive 4 hours of supervised activity. The checklist will list all required appointments for the student, and the student must get a signature from each teacher or supervisor. This procedure will last 10 school days. It will be extended if tardies or absences continue. Also, recreation will be suspended during this time.

If the student fails to get all signatures required on checklist, the following will occur:

1. First Failure - checklist extended by 5 days.
2. Second Failure - student will be assigned an additional 4 hours of supervised activity and must complete the checklist.
3. Further Failures - student will complete a conference with the Principal and complete the checklist.

### *Second Level*

When 5 points have been accumulated during the same quarter or 2 points within a new quarter following the First level, the student will be required to complete an additional 8 hours of supervised activity. A conference will take place with the Principal and the student. Also, recreation will be suspended for 10 school days.

### *Third Level*

When 7 points have been accumulated during the same quarter or 3 points in a new quarter following the Second Level, the student's name will be referred to Administrative Committee for a likely withdrawal from school.

## **Policy of Class Make-up Work**

When classes are missed they can be made up only at the discretion of the teacher.

### **Excessive Absences Course Grade Policy**

Students may not be absent, excused or unexcused, for more than 8 class periods in a specific course within a semester. After the eighth absence in any given class, the school will hold a conference with the student and parent to determine whether the student should receive credit for the affected class, and whether or not the student should remain in school. A grade of "FA" (failure due to absences) may be given in such circumstances.

Students being absent for more than 8 class periods during a marking period, whose absences are unexcused, will receive the grade FA without appeal.

### **Make-up Work for Excused Absences**

Student will have the opportunity to make up work missed if the absence is excused. The student is responsible to obtain make-up work from the teacher and complete the work to the satisfaction of the teacher. The number of days to turn in make up work is the equivalent of the days missed. In other words: 1 day missed – 1 day to turn in make up work. If the absence is unexcused, make- up work will not be allowed.