

Attendance Policy

Regular class attendance is paramount to academic success at McQuaid Jesuit. Because of the challenging academic environment that our college preparatory curriculum offers, failure to regularly attend classes can adversely impact a student's progress and grades. A good habit of regular attendance prepares a student for academic success and responsible behavior in college and for life.

Our attendance policy is not designed as a punitive measure, but as the school's way of ensuring that a student takes full advantage of the educational opportunities available at McQuaid Jesuit. A student who is absent from class misses a significant portion of academic discussion and personal interaction with the teacher and other students that cannot be replicated through make-up work.

Absence

Parents are asked to call (not e-mail) the appropriate Office of the Dean of Students (HS: 256-6114, MS: 256-6175) before 8:00 a.m. to report an absence. Failure to call in an absence on the day it occurs will result in JUG for the student upon his return to school. When returning to school, a student must report to the appropriate attendance office and present a written, dated, and signed note by his parent or legal guardian. Included in the note should be the dates and reason for the absence. Failure to provide this required note will result in JUG each day until the note is received.

Appointments

At times, it may be necessary to schedule medical or dental appointments during the school day. If a student arrives at the beginning of the school day and then needs to leave school early for an appointment, he should bring a note from his parent/guardian to the Office of the Dean of Students before first period to receive permission and to receive a yellow pass releasing him from class. Before leaving the building, the student must sign out at the Office of the Dean of Students.

A student returning from an appointment must sign in at the Office of the Dean of Students. If a student was not in school at the beginning of the day and is arriving after an appointment, he should submit a parent note and verification of the appointment, if necessary, for athletic and extracurricular eligibility.

If a student leaves for an appointment before 11:00 a.m. and does not return by the last period of the day, he is not eligible to participate in athletics or extracurricular activities unless prior approval is granted by the dean of students.

Planned absences

Any student planning to be absent on a certain day must notify the dean of academics (HS) or the middle school principal (MS). The request for the planned absence, signed by the student's parents, must be made in writing at least five (5) days prior to the planned absence. Teachers are not required to provide make-up work for absences due to non-sanctioned school events.

Accumulated absences

Students who accumulate an excessive number of absences from any class will be reviewed for academic standing.

For students in **grades 6 – 11**, the following guidelines will apply:

- Once a student has accumulated 8 absences in a full year course (or 4 absences in a semester course) a warning letter will be sent home to the student's parents from the Office of the Dean of Students
- Once a student has accumulated 12 absences (or 6 absences in a semester course) a meeting will be held with the student, parents/guardians, counselor, principal, dean of students, and dean of academics
- Once a student has accumulated 15 absences (or 8 absences in a semester course) he will be denied credit for the course. The student may petition the dean of students, dean of academics, and principal for the restoration of academic credit. Decisions regarding the denial of credit will be determined by the principal and deans.

For students in **grade 12**, the following guidelines will apply:

- Once a student has accumulated 6 absences in a full year course (or 3 absences in a semester course) a warning letter will be sent home to the student's parents from the Office of the Dean of Students
- Once a student has accumulated 9 absences (or 5 absences in a semester course) a meeting will be held with the student, parents/guardians, counselor, principal, dean of students, and dean of academics
- Once a student has accumulated 12 absences (or 6 absences in a semester course) he will be denied credit for the course. The student may petition the dean of students, dean of academics, and principal for the restoration of academic credit. Decisions regarding the denial of credit will be determined by the principal and deans.

Tardiness

Any student who arrives late to school (after 8:15 a.m.) must report to the attendance office and sign in. The student will then be given an "Admit to Class" slip. Any student arriving after 9:00 a.m. must have a written note from home verifying the reason for the student's tardiness.

Students must arrive at school by 8:45 a.m. to participate in team/individual practices, games, rehearsals, performances, ceremonies, or other extracurricular activities. The coach/moderator is responsible for checking attendance to determine whether a student may participate. A student must present verification from a medical office if he arrives after 8:45 a.m. due to a scheduled appointment to participate in athletic/extracurricular activities.

Students who miss more than 25 minutes of a class will be considered absent for the specific class.

Tardiness resulting in a missed assessment (quiz, test, presentation, etc.) may result in academic consequences as determined by the classroom teacher and/or the dean of academics.

Students are expected to be on time for the start of school and make transportation arrangements that will guarantee their punctuality. Students must leave home early enough to ensure an on-time arrival at school despite weather and traffic problems.

Truancy

If a student is absent from school and there is no communication from the student's parent(s)/guardian(s), the student is considered truant and will receive twenty (20) days of JUG. If a student has multiple instances of truancy, during his McQuaid Jesuit career, he is subject to disciplinary probation and/or expulsion.