

MIDDLE AND HIGH SCHOOL ATTENDANCE

All attendance questions and notifications can be directed to the office or by email to: attendance@shorelinechristian.org.

Our attendance policy is designed to meet the following objectives:

- To help students take full advantage of all class activities and materials;
- To help students develop positive attendance habits that will be expected of you throughout your life;
- To help students practice making choices and dealing with the expectations, responsibilities, and consequences of those choices;
- To facilitate communication between students, parents, and the school;
- To help ensure the safety and well-being of our students.

Procedures: All absences and tardies must be excused by a parent or guardian either by email (attendance@shorelinechristian.org) or phone ([206-364-7777](tel:206-364-7777)). Any absence or tardy not accompanied by notification will be considered unexcused and will prompt an automatic email notification to the parents.

Tardy: A tardy is defined as the arrival to any class period after the bell has rung and before fifteen (15) minutes has passed. If students are late for school, they must check in at the office for an admit slip. All other period tardies are assessed by the classroom teacher.

10 or more tardies for a given class period will prompt an automatic email notification to parents. Penalties for excessive tardies will be determined on an individual basis.

Absence: Absences may be excused with parent/guardian permission due to illness or emergency, appointment, or pre-arranged multi-day absences. We encourage families to plan vacation during school breaks.

Unplanned absences due to illness or emergency:

- The office must receive notification of absence from parent/guardian. No notification of absence will prompt an email and/or phone call to confirm absence.
- When a student returns, they must check into the office to receive an admit slip. They must have their teachers sign the admit slip and speak with them about missing classwork and assignments.

Partial day absences due to planned appointment:

- The office must receive notification from a parent/guardian before the student's departure or anticipated absence.
- The office will prepare a "Notice of Anticipated Absence" for the student to pick up. Their teachers must sign this form and the student must return it to the office prior to their absence.
- The student should discuss with their teacher any classwork or assignments they will be missing.
- When the student departs early or returns to school, they must check out or in at the office.

Requested absences of two or more days:

- The office must receive notice from a parent or guardian **five school days in advance**.
- The office will prepare a "Notice of Anticipated Absence" for the student to pick up. Their teachers must sign this form and the student must return it to the office prior to their absence.

- The student should discuss with their teacher any classwork or assignments they will be missing and make arrangements to complete these.

Automatic Email Notifications: Consistent attendance is a crucial component of students' success. Therefore, in order to keep families aware of their student(s) attendance habits, automatic email notifications are sent to parents at designated intervals.

- Any unexcused absence or tardy on a given day
- 10 absences or tardies (combined excused and unexcused) per class, per semester
- 10 unexcused attendance marks (combined absences and tardies) per class, per semester
- 20 absences or tardies (combined excused and unexcused) per class, per semester

Make-up Work: Students are responsible for making up classwork and homework assignments that were missed due to an absence or tardy. In event of a pre-arranged absence, students should check in with their teachers before leaving and after returning to ensure they keep up with the material they missed. If a parent or sibling will be picking up homework in case of illness or emergency, please notify the office (attendance@shorelinechristian.org) and plan to pick up work after school is out for the day.