



UPPER SCHOOL ATTENDANCE : QUICK GUIDE

Due to Covid-19, we will be lenient with illness-related absences for the 2020-2021 Academic School Year. If your student is ill, please keep him/her at home and let us know. We will work with your student to make up work missed if absences accumulate.

Excused and Unexcused Absences

Excused Absences

These include *school sponsored activities, religious holidays, family emergencies, funerals, weddings of close family members, honorary situations (to receive an award, to perform at a special event), approved academic and service events, and approved sports events for those in alternative sports.*

If a student's absence is excused, his/her teachers will assist him/her in making up the work with extra help sessions and assignments if necessary. The initiative, however, is left to the student to make arrangements for help. In the event a test is missed, the teacher will provide a make-up test. Teachers and students should work together to set deadlines for make-up work. All papers must be written and all tests taken before a marking period, term, or final grade is given.

Unexcused Absences

The following policy will be in effect for *unexcused* absences:

1. Parents and students must assume the burden and/or expense of make-up work, including tutoring outside of school hours, if necessary.
2. Work submitted late due to an unexcused absence may result in a reduction in the grade. Every attempt should be made to fulfill academic responsibilities before the absence or immediately upon returning to school.
3. Late assignments due to a class cut or a suspension may be subject to the 10% grade reduction described under (Late papers).

Planned Absences

Students need to communicate with the child's advisor and Upper School Attendance the dates of these planned absences by completing a planned absence form. Students are required to communicate with each teacher to find out what work will need to be completed and turned in upon return, the child's advisor will provide a form on which to track all make-up work and due dates. It is expected that students return to school with all work completed and any missed assessment scheduled in a timely manner. Students whose absences are unexcused (for example, vacations) may not receive the accommodations normally provided by teachers.

Absences

- It is the responsibility of the parent to inform Upper School Attendance (918-481-1111 x4735 or 918-879-4735) before 8:15am if a student is going to miss school.
- If the student feels well enough he/she can attend classes virtually for the day. If not, the teacher will work with the student to get caught up when he/she is well.
- Some families may choose to have their child attend school from home for longer periods of time. The minimum increment of time that a family may choose to have a student learn from home is two weeks. There will be a survey available to families where they can indicate their choice to keep a student at home. If a student who is learning from home becomes ill, at that point, the parent should call the attendance line to report the illness so that teachers are aware that the student will not be able to be participating in the livestream or producing work.

Tardies

Being punctual is an important life skill that we strive to teach our students. Arriving on time and being prepared to learn and engage in activities are expectations at Holland Hall. Regardless of reason, if a student is late for school, the student is required to check in with the Upper School Attendance Office upon arrival before heading to class. When a student accumulates 4 tardies, he/she will receive a Dutch Reminder. A pattern of tardies will be addressed by Deans of Students in conjunction with Branch Head.

Leaving School During the School Day

Elective medical or dental appointments should be scheduled outside the school day. In the event that a school day appointment is unavoidable, students must sign out with Ms. O'Neil prior to leaving, sign back in upon returning to campus. Upon return, students are required to present a medical excuse note from the doctor. Without a note, the absence will be counted as unexcused and immediate disciplinary consequences (see below) may result. Families should try to schedule off campus medical appointments during unscheduled time. Students are not to leave class except in the case of an appointment, illness or family emergency. Only the school nurse may excuse a student from school due to illness. The Dean of Students and Head of Upper School may excuse students from school for other reasons. Juniors may leave school for their unscheduled time Fridays during their second semester on privileges. Seniors may leave campus for their unscheduled time on privileges. Unscheduled time is considered valuable educational time and is not time for personal business. If you have questions or extenuating circumstances, please contact the Head of Upper School or the Dean of Students. Students will not be allowed to use scheduled or unscheduled time for off-campus private lessons or personal business of any kind without the permission of the Dean of Students or the Head of Upper School.

Policies

1. Students who arrive in class 10 minutes late or more are counted as absent for that class.
2. In order to be readmitted to school, students who are absent for four or more consecutive days due to medical reasons must produce a doctor's note. Without a note, the absences will be counted as unexcused.
3. Because time management and responsibility are tenets of our community, students' attendance on days when tests or large assignments are due will be tracked closely. The Dean of Students or Head of Upper School will be in touch with the student and family if a student shows a pattern of missing test days.

Check - In

All students are required to report to thermal scanners for check in between 7:45 and 8:00 a.m. On late arrival days, students must check in between 8:30 and 8:45 am. Students arriving after the bell rings (at 8:00 am or 8:45 am on late arrival days) will be checked in as "tardy." If a student arrives after morning meeting has concluded, he or she must sign in with Ms. O'Neil. Excessive tardies may result in disciplinary action (see Discipline section).

Check – Out

If a student must leave during the school day, the attendance office must be notified by a parent and the student must sign out prior to the appointment. Upon return to campus, they must provide paperwork documenting the appointment. In the case of an appointment conflicting with an athletic commitment, the note should be given to the Director of Athletics. It is the student's responsibility to notify all teachers of classes to be missed. Students who become ill during the school day should report to Ms. O'Neil, who will contact the school nurse. The school nurse gives permission for a student to leave school due to illness. Students leaving on junior or senior privileges must sign out when they leave campus and sign back in upon their return.

Please note: all departures and arrivals during the academic day require the student to sign in/out in the attendance office. No student will be allowed to leave campus during the day without parental permission.