

Hillside Attendance and Tardy Policy

The presence of all students is important both for their learning and growth and that of the community. Consistent attendance is critical to academic success at Hillside. Excessive absences impact the student's ability to learn and to participate in our community and have a negative impact on the student's grade. Assignments, tests, and exams that occur during an unexcused absence cannot be made up for credit.

EXCUSED ABSENCES

If an absence is excused, the student will be permitted to make up most of the missing assignments, quizzes and exams under reasonable conditions and in the time limits established by the instructor. In general, students will be allowed one make-up day for every day of absence. However, some assignments may not realistically be made up and a student's grade may be negatively impacted. To make up assignments or catch up on coursework, students may require outside tutoring or intervention. **It is the student's responsibility to contact his/her teacher(s) to create a plan to make up any assignment, test or exam missed due to an excused absence.** In most cases, homework assignments are listed on the homework calendars on the school website.

- **Parents/guardians must call 425-747-6448, email or send a note to the Assistant Director (lizeth@hillside.org) before 8:00 am** each day your student is absent, late, or dismissed early.
- **For early dismissals, parents/guardians** should park on the street and **come into the school to pick up their student.**

VALID REASONS FOR AN EXCUSED ABSENCE

1. Illness **
 - a. When students return to school after an absence of 4 or more consecutive days of absence due to illness, they must bring documentation from their healthcare provider stating the illness and verifying the student's fitness to return to school.
2. Medical/counseling appointment (Please make every attempt, however, to schedule these types of appointments outside of school hours, and notify teachers in advance of such appointments.)
3. Family emergency
4. Court appointments
5. Religious/cultural observances
6. Participation in a school sponsored activity
7. WITH PRIOR APPROVAL from the DIRECTOR, family vacations ***
(However, these should normally coincide with school breaks.)

** The Director (or Assistant Director) has the authority to determine if an absence meets the above criteria for an excused absence. For example, if a student is absent or late to school because the student overslept, missed the bus, etc., not due to any kind of illness or condition, this absence will likely be determined to be ***unexcused***. A pattern of repeated absence though not consecutive, will come under review of the Director (or Assistant Director). An evaluation by a qualified health care professional and/or attendance compliance conference and plan may be required.

*** PRIOR APPROVAL PROCEDURES

- a) Print the request for preapproval for family travel from the website located at <http://hillside.org/community/important-school-policies>.
- b) Consult each of the student's teachers to create an outline of make-up work and request signatures.

c) Contact the director at Kael@hillsidesc.org, or the Assistant Director at Lizeth@hillsidesc.org, with the completed document with dates for travel. Note: Not all the work missed during this period may be possible to make up. It is within the teacher's discretion to determine the feasibility of make-up work.

UNEXCUSED ABSENCES ARE DEFINED AS

1. Non-attendance without a valid parental excuse or healthcare professional's documentation
2. Non-attendance due to a family vacation *without* pre-approval by the Director (or Assistant Director)
3. Tardiness of 15 minutes or greater

CONSEQUENCES OF UNEXCUSED ABSENCES

1. Parents/guardians will be notified of non-attendance.
2. No assignment, quizzes, or exams may be made up due to an unexcused absence.
3. An attendance compliance conference will be held with the Director (or Assistant Director) and the parent(s) /guardian(s) if there are more than three (3) unexcused absences within a month's time, to determine a course of action that will result in consistent attendance.
4. Unexcused absences that continue to break the attendance compliance agreement will result in loss of credit for coursework and may lead to removal from school.

TARDINESS

Arrival to school on time is essential for every student. Arriving late creates an interruption for the teacher and all the other students in the class. Students miss important instruction. **Tardiness from school beyond fifteen (15) minutes will count as an unexcused absence.** Students who are consistently late are docked participation points, which can negatively affect their grade.