



## **Attendance Policies**

Seven Hills believes that regular class attendance by all students is crucial for academic success. The School's expectations are high, and the School takes seriously its responsibility to students and parents to make every day count. The following policies help to insure regular attendance.

Please note that violations of these attendance policies may result in a disciplinary consequence such as, but not limited to, detention:

- Students will be excused from classes only for illness, emergencies, religious holidays, prearranged appointments, or very special family circumstances. A parent must call or send a note or email to the divisional office prior to a planned absence.
- If students know in advance that they will arrive late, leave school for an appointment and return, or leave early, families should notify the School ahead of time. Students must be signed out and/or signed in on a list in the office when they are leaving and/or arriving 11 during the school day. For safety's sake, parents must meet their child in the divisional office.
- If a student will be absent, and unless a note was sent prior to the absence, parents must phone the divisional office before 8:15 a.m. Parents may also email the Upper School Office. Such notice confirms our own attendance procedures and helps assure for the safety and accountability of students. In the Lower School, the homeroom teacher and divisional office should both be notified.
- Please remember that it is the student's responsibility to keep up with class work and homework missed during absences.
- A student must be in school for all classes and commitments during the school day to be able to participate in any after-school activities, including rehearsals, sports practices, and games. If a student is ill in the morning and stays home from school but comes to school in the afternoon, the student will not be eligible to participate in contests or events on that day. Doctors' appointments, funerals, field trips, etc., are excused absences and students will be allowed to participate in after-school activities.
- The School asks that families plan trips to coincide with the published scheduled vacation times. On those rare occasions when an absence cannot be avoided, parents need to discuss the absence with the Division Head. Parents must not assume that individual assignments can be prepared and evaluated by teachers in these instances, and not all material covered in class can be made up. Students are responsible for gathering assignments from teachers prior to these prearranged absences.



- Excessive Absences: Students in courses which receive Upper School credit may be denied credit after 15 absences from class. The Division Head, in consultation with the teacher, will determine any denial of credit.
- Students who are absent from school for illness for more than three consecutive days should submit a note from their doctor upon their return to school.

### **Attendance Policies Specific to the Upper School**

- Loss of Upper School Credit due to Excessive Absences: In accordance with Ohio State requirements, students must be present for a certain amount of “seat time” in order to receive credit for any given Upper School class. Students in courses which receive Upper School credit may be denied credit after 15 absences from class. The Division Head, in consultation with the teacher and administration, will determine any denial of credit. Because of the importance of attendance and crediting, the Dean of Students or other members of the administration may intervene as a student accrues absences, such as by requiring a parent conference.
- Absences for Upper School semester exams: If a student is too ill to attend school on the day of a semester exam, they should give the Upper School office a note from a doctor.