

## UPPER SCHOOL ABSENTEE POLICIES

- Regular and punctual attendance is expected of all students and is necessary for successful accomplishment in school. It is important that students be in school and on time every day.
- Attendance will be checked daily and can be verified by the parent by 8:30 a.m. through STI. Although the Principal's office will randomly check students who are reported absent, Hillcrest Christian School cannot be responsible for students who leave home in the morning and do not report to school.
- **The school reserves the right to determine if a student's absence is excused or unexcused.**
- Absence due to personal illness, serious illness in the family, or death in the immediate family, will be considered excused.
- Absences due to college visits, athletic events, off campus student organization meetings, or any activity the Administration deems school related, will be considered excused.
- When a family finds it necessary to be away from school for an extended period of time (up to five school days), parents must submit to school administration a written request for consideration for absences to be deemed excused. The request should be submitted as early as possible, but no later than five school days prior to said absences. A maximum of five days throughout the school year may be deemed excused for such absences, provided the student has not exceeded the total number of allowed absences.
- A student who is absent from school for any length of time, even for a part of the day, is required to bring a note from one parent or guardian or a physician's excuse to the Student Services office when they return to school. The student must check in with Student Services before attending class. The note must include the student's name, date of absence, and the exact reason for the absence. The administration will determine if an absence is excused or unexcused.
- If a student forgets to bring the parent or guardian note or physician's excuse, an unexcused absence will be issued; however, with presentation of the proper note within two school days of the absence, the unexcused absence will be replaced by an excused absence. Students are responsible for showing the excuse form to each teacher, each period.
- Any student who is absent (excused or unexcused, but excluding absences for school related activities) ten days in any given semester will have his/her absentee records reviewed by school administrators. (This is also interpreted as ten or more absences in a specific subject.) A parent and the student will be required to meet with the administrators to discuss the reasons for the absences.
- Any student who is absent more than twenty days of a full year course or ten days of a semester course may forfeit the right to be promoted and/or may not receive credit for that course regardless of the grades earned. Absences due to school-sponsored activities are not counted in this total.
- Physician documentation will be required when excessive absences are determined by the school.
- Hillcrest Christian School reserves the right to determine if excessive absences warrant dismissing a student.
- Dismissal from HCS will not release the financial responsibilities of the membership/tuition contract.