

ATTENDANCE

ABSENCES

The policy of Erskine Academy holds that the most important activity for students is learning as it occurs daily in the classroom. Regularly and orderly school attendance is necessary if a student is to receive maximum benefit from the school program. Although occasional absences from school are necessary when illness occurs, these instances must be kept to an absolute minimum, as make-up work is not sufficient to correct the loss of instructional time. Therefore, the following policy will foster good attendance habits, while providing a mechanism to review cases in which a student misses a significant amount of instructional time.

1. **As soon as a student has missed five classes of any subject during the trimester for reasons other than those designated as excused/waivable, the assigned trimester grade for that subject will be 65 or the earned grade whichever is lower.** Also, no credit will be given in any subject for which there is excessive absence affecting the final grade. A student should not purposely miss school as he or she may have days of absence later due to sickness, thus exceeding the allowable number of days and consequently lose credit. Students and/or parents are responsible for monitoring the number of class absences, however, they will be notified when the student has reached half the non-waivable absences.
2. In order to receive the earned grade for that trimester, if the grade is above 65, the student must appeal to the Attendance Review Board (ARB). All appeals to the Attendance Review Board must be submitted within 7 business days following the issuance of report cards. The parent or guardian is welcome to attend. The Attendance Review Board shall consist of (a) the assistant headmaster, (b) the guidance counselor, (c) the school nurse and (d) two classroom teachers (one to be chosen by the student).
3. The ARB will review the case. If there are extenuating circumstances for absenteeism, the ARB may rule to allow the student to receive an earned grade. In order to earn this grade, however, the student must have followed official makeup policy.
4. EXCUSED/WAIVABLE ABSENCES ARE:
 - a) Bonafide personal illness documented by a physician. **The physician's note must be submitted within five (5) days of absence.**
 - b) An appointment with a health professional that must be made during the regular school day. Excused/waivable time is limited to appointment and travel time.
 - c) Observance of a recognized religious holiday when observance is required during the regular school day.
 - d) A family emergency (severe sickness or death in family).
 - e) A planned absence for a personal or educational purpose which has been approved in advance by school administration. Trips not approved in advance will risk non-excused/non-waivable absenteeism.
 - f) Any absence approved by the administration.
5. Repeated excusable absences due to illness must be further substantiated by a physician upon the school's request.