

Excused Absences & Tardies

What Qualifies?

- Illness, injury, family funeral, medical appointment, court, religious holidays, natural disasters, or college visits for juniors & seniors only

Absent Excused Make-Up Work Policy

- For missed assignments or exams due to Excused Absences, students have one school day upon returning to campus to complete their work for each day missed. *(For a 1-day absence on Monday, all work is due on Wednesday for full credit. Similarly, if a student is out both Monday and Tuesday, and returns to campus on Wednesday, all work is due Friday.)*

**NOTE: If a student is absent for five or more consecutive school days, they will be responsible for contacting their teachers, and Ms. Belzl, to work out an academic plan for make-up work and exams. Also, a doctor's note must be provided to the front desk in the event of extended illness.*

Unexcused Absences & Tardies

What Qualifies?

- Transportation unavailable, traffic, working/interviewing at a job, sleeping in, dropping off siblings at another school, attendance at non-school-related events, skipping classes on accident, or family vacations/trips

Absent Excused Make-Up Work Policy

- Schoolwork, assignments, and/or tests missed because of an unexcused absence, unless prior approval of an administrator is obtained, may not be made up and will receive a zero. For planned vacations, students must contact their teachers in advance and get any assignments that they will miss in order to stay up-to-date with class requirements. To receive full credit, a student must complete their work before they leave on vacation. Any major assessments turned in after vacation will be subject to the standard 10% off per school day deduction.

**NOTE: A student may accumulate a maximum of 12 excused or unexcused absences, per class, per semester. If a student exceeds the 12 absence limit in any class, they may not receive credit for that class for the semester. Pre-approved, Pacifica-related events do not count toward this total.*

Truancies

What Qualifies?

- Intentionally cutting/ditching class, or missing class without parent explanation (*parents will have 24 hours to clear the truancy*)

Truant Make-Up Work Policy

- Students will receive no credit for any work due in the period they miss, even though they will still be responsible to complete the work. If a student misses a test, they will get a zero with no chance to make it up. In addition, the student may face a more serious disciplinary response from the school.