



CHESHIRE
ACADEMY

Attendance Policy

2024-2025 Academic Year

ACADEMIC ATTENDANCE

Excused Absences

Absences from classes or other school commitments are generally excused for school-sanctioned activities, Health Center-sanctioned illness, necessary healthcare appointments that cannot be scheduled outside of school hours, weather-related safety concerns, religious observances, or on a limited case-by-case basis with Dean's Approval from the Associate Dean of Academics or Dean of Academics. Any student who misses work or instruction due to an excused absence is responsible for making up the missed work in a timely manner.

Please note, however, that a significant pattern of excused absences may have a negative effect on a student's grade and trigger an attendance review by the Attendance Board to determine an appropriate health, academic, and/or disciplinary consequence, if one is needed. Consequences may include a required medical leave, loss of credit for the class in question for that semester, or a required withdrawal based on failure to thrive.

Unexcused Absences

Absences are generally unexcused for reasons such as family vacations, travel arrangements, health issues not evaluated or sanctioned by the Health Center, routine appointments that can be scheduled outside of scheduled school hours/days (i.e. regular weekly appointments or check-ups), and any skipped commitment. Unexcused absences from an academic class, whether the Academy is notified in advance or not, will result in the following academic consequences on a per semester basis:

Unexcused Absences without Prior Notification from Parents/Guardians (Skips):

- 1 Skip: The student's community of learners grade or participation/engagement grade will drop, either through the class's community of learners rubric, participation/engagement requirements, or syllabus attendance policy.
- 2 Skips: The student's semester grade will be reduced by 1/3 of a letter grade at the end of the semester by the Academic Office. The student's case will be brought to the Attendance Board.
- 3 Skips: The student will forfeit credit for the class and be placed on Academic Warning. The Associate Dean of Academics or Dean of Academics will meet with the student and their family to discuss further steps following recommendations from the Attendance Board.

Unexcused Absences with Prior Notification from Parents/Guardians:

- 3 Unexcused Absences: The student's community of learners grade or participation/engagement grade will drop, either through the class's community of learners rubric, participation/engagement requirements, or syllabus attendance policy.
- Further unexcused absences will be reviewed by the Attendance Board, along with tardiness and excused absences, to determine appropriate health, academic, and/or disciplinary consequences. Consequences may include a required medical leave, loss of credit for the class in question for that semester, or a required withdrawal based on failure to thrive.

Tardies

By being late to class, a student misses important learning activities and may incur zeros for any missed assignments or assessments. In addition, 3 tardies from a single class equals 1 unexcused absence from that class and students will be subject to the disciplinary consequences outlined for missed commitments. Teachers are not responsible for reteaching material missed due to habitual tardiness. A student who arrives to class more than 25 minutes late will incur an absence for that class.

COMMUNITY LIFE ATTENDANCE

Excused Absences

Absences from community commitments including, but not limited to Advisory, Morning Meeting, and X-block are generally excused for school-sanctioned activities, Health Center-sanctioned illness, necessary healthcare appointments that cannot be scheduled outside of school hours, weather-related safety concerns, religious observances, or on a limited case-by-case basis with Dean's Approval from the Associate Dean of Students or Dean of Students.

Absences from Residential Programming are generally excused for Health Center-sanctioned illness, weather-related safety concerns, religious observances, or on a limited case-by-case basis with advanced notification and Dean's Approval from the Associate Dean of Students or Dean of Students.

As All-School Special Programming, Community Dinners, and Community Weekends are vital to celebrating our values and occur infrequently throughout the school year, absences from these events are only excused on a case-by-case basis when special circumstances apply. To be considered for an excused absence, approval must be granted by the Dean's Office *at least 72 hours prior to the missed obligation*.

Absences from community commitments are generally unexcused for reasons such as family vacations, travel arrangements, health issues not evaluated or sanctioned by the Health Center, routine appointments, work obligations, and any skipped commitment. Unexcused absences, whether the Academy is notified in advance or not, will be subject to the consequences outlined below.

Tardies

Any student who arrives after the start of programming (missing less than one quarter of the programming) is considered tardy. Please note that 3 tardies to a commitment equals 1 unexcused absence from that commitment with students subject to the disciplinary consequences outlined for missed commitments.

Advisory, Morning Meeting, X-block

Unexcused Absences without Prior Notification from Parents/Guardians (Skips):

- 1 Skip: The student will meet with their Advisor to outline action steps that the student will take to ensure timely presence for all future obligations.
- 2 Skips: The student will meet with their Advisor and Class Dean regarding the importance of investment in the community. The student will be required to create, submit, and adhere to a written plan for improvement. A Dean's Office Official Note will be sent as a follow-up to this conversation.
- 3 Skips: The student's attendance will be reviewed by the Attendance Board to determine an appropriate consequence resulting from continued unexcused absence.
- Additional Skips: The student will meet with the Citizenship Committee for an accumulation of attendance violations.

Unexcused Absences with Prior Notification from Parents/Guardians:

- 3 Unexcused Absences: The student and family will meet with the student's Advisor and Class Dean to address the importance of attending community commitments.
- Additional Unexcused Absences: The student's attendance will be reviewed by the Attendance Board and/or the student will be required to appear before the Citizenship Committee.

Residential Programming

Unexcused Absences without Prior Notification from Parents/Guardians (Skips):

- 1 Skip: The student will meet with their Dorm Head to outline action steps that the student will take to ensure timely presence for all future obligations.
- 2 Skips: The student will meet with their Dorm Head and Class Dean regarding the importance of investment in the community. The student will be required to make up the missed content during an assigned free period in the week following the missed programming. A Dean's Office Official Note will be sent as a follow-up to this conversation.
- 3 Skips: The student's attendance will be reviewed by the Attendance Board to determine an appropriate consequence resulting from continued unexcused absence.
- Additional Skips: The student will meet with the Citizenship Committee for an accumulation of attendance violations.

Unexcused Absences with Prior Notification from Parents/Guardians:

- 3 Unexcused Absences: The student and family will meet with the student's Dorm Head and Class Dean to address the importance of attending community commitments. The student will be required to make up the content of missed programming during free periods as assigned by the Dean's Office.
- Additional Unexcused Absences: The student's attendance will be reviewed by the Attendance Board and/or the student will be required to appear before the Citizenship Committee.

Special Programming, Community Dinners, and Community Weekends

Unexcused Absences with or without Prior Notification from Parents/Guardians:

- 1 Unexcused Absence: The student will meet with their Advisor regarding the importance of attending community events. The student will be required to make up the missed content during free periods as assigned by the Dean's Office.
- 2 Unexcused Absences: The student will meet with their Advisor and Class Dean to discuss attendance concerns. The student will be required to make up the missed content during free periods as assigned by the Dean's Office. The student will be placed on Dean's Warning.
- Additional Unexcused Absences: The student's attendance will be reviewed by the Attendance Board. This review may trigger a formal evaluation of the student's commitment to remaining a member of the Cheshire Academy community.

AFTERNOON PROGRAM ATTENDANCE

Excused Absences

Absences from the Afternoon Program are generally excused for school-sanctioned activities, Health Center-sanctioned illness, necessary healthcare appointments that cannot be scheduled outside of school hours, weather-related safety concerns, religious observances, or on a limited case-by-case basis with advanced notice and Athletic Director Approval.

Unexcused Absences

Absences from Afternoon Program commitments are generally unexcused for reasons such as family vacations, travel arrangements, health issues not evaluated or sanctioned by the Health Center, routine appointments, work obligations, and any skipped commitment.

Tardies

Any student who arrives after the start of Afternoon Programming (missing less than one quarter of the programming) is considered tardy. Please note that 3 tardies to a commitment equals 1 unexcused absence from that commitment with students subject to the disciplinary consequences outlined for missed commitments.

Unexcused Absences without Prior Notification from Parents/Guardians (Skips):

- 1 Skip: The student will meet with their coach or activity leader to discuss the importance of attendance in all aspects of Cheshire Academy programming. The meeting will be followed by an email communication to the student's Advisor.
- 2 Skips: A follow-up conversation will occur between the student and coach or activity leader. An Official note will be sent to document the absences.
- 3 Skips: The student will engage in conversation with a member of the Athletic Department Administrative Staff to outline a plan for meeting expectations and determine next steps moving forward. Possible responses may include completing makeup work, engaging in dialogue with parents, and/or finding a new activity.
- Additional Skips: Any additional skips will trigger a review by the Attendance Board.
- Please note that in addition to what is outlined above, coaches or activity leaders may enact additional responses within the framework of their team expectations.

Unexcused Absences with Prior Notification from Parents/Guardians:

- Students who will miss certain days or commitments throughout the season should gain approval from their coach or activity leader AND a member of the Athletics Department Administrative Staff prior to the start of the season. For example, if a student has an outside standing commitment on a certain day or will miss weekend obligations due to outside commitments, the coach or activity leader and/or a member of the Athletic Department Administrative Staff will determine whether the student can still meet the requirements of their selected afternoon activity.
- If an accumulation of absences occurs during a season that is not pre-arranged, the coach or activity leader and a member of the Athletics Department Administrative Staff will decide if the student can continue with the activity, needs to be switched to an alternate activity, or needs to find a way to restore their standing regarding the afternoon program requirement.