



# Excelsior School

*A College Preparatory School*

*41 W Santa Clara St.  
Arcadia, CA. 91007  
(626) 623-6339*

Dear Parent or Guardian,

Regular school attendance is necessary for a successful school experience. The continuity of instruction is interrupted and the valuable interaction between teacher and students is obviously lost when a student experiences frequent absence, tardiness or early dismissal.

## **ATTENDANCE POLICY**

Regular attendance is essential for success in school. When a student is absent, it is his/her responsibility to see that work is made up within a reasonable amount of time. Excessive absences will have an adverse impact on performance and can prevent promotion to the next grade level.

Parents should notify the school office by 8:30 a.m. on each day of the child's absence. **Attendance messages can be left on the school's telephone from 4:00 p.m. until 8:00 a.m. In addition, a note from the parent/guardian should accompany the child on the day he/she returns to school after an absence.**

Notice of a planned absence, such as for religious holidays, doctor and dentist appointments, and other family needs should be sent in the day before the student is to be excused. **Parents are urged to schedule out-of-town trips during the school breaks or over the summer vacation from school.** If a family trip or extended absence must occur during school sessions, parents must notify the teacher, in writing, at least one week prior to the student's scheduled absence. Parent/Guardians should use an Independent Study Plan for any absence of three or more days.

A pupil who is absent because of an illness or injury which lasts five days or longer need to obtain homework assignments and studying material from teachers. A physician's letter, including the diagnosis and probable duration of the illness or injury, is required. All make up homework and assignments must turn in within of one week of return to school.

## Excused Absence

Any child who is absent from school must present a written excuse signed by the parent or guardian immediately upon his/her return. The note must clearly indicate the reason for absence.

The school will classify an absence as "excused" for one of the following reasons only:

- Sickness of child
- Death in the immediate family
- Quarantine
- Impassable roads
- Weather so inclement as to endanger the health of the child
- Exceptionally urgent reasons (will be used only in such avoidable absences as affect the welfare of the child directly and not for the convenience of the parent)

Any absence that can be anticipated beforehand should be brought to the attention of the building principal well in advance of the absence.

**Students who are absent in excess of twenty days from any year-long course may be denied academic credit for that course. Credit for semester courses may be denied if ten days of absence are exceeded.** Foreign students have to be full-time at the School to retain their visas and no absent more than 10 consecutive days are allowed per semester. Special consideration will be given to those students who are seriously ill. Days absent will not be counted toward these 20 days, if the student does independent study that is approved by principal or co-principal.

## SCHEDULES

The school day begins at 8:30 a.m. Students should plan to arrive no earlier than 8:15 a.m. and should report to their designated areas, unless directed to do so by a teacher or the principal.

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Signature of Parent/Guardian

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Print Name of Parent/ Guardian

\_\_\_\_\_  
Print Name of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date