



POLYTECHNIC SCHOOL

Upper School Attendance Policies

Reporting Absences

Any time a student will miss any portion of a class, advisory meeting, study hall, or community time (morning meeting, assembly, club period, or special event), a parent/caregiver must fill out our [Attendance Form](#) to notify the Attendance Office of the absence, late arrival or early departure. Please submit the [Attendance Form](#) as soon as you anticipate the absence. School safety procedures require that a parent/caregiver send the [Attendance Form](#) to acknowledge and explain the student absence.

Unexcused Absences

If a student is marked absent, and we don't have an [Attendance Form](#) from a parent/caregiver, the absence will be unexcused, and the student will meet with the Dean of Students. Repeated instances of unexcused absence is a significant safety concern and can have disciplinary consequences. Students with unexcused absences may lose opportunities to make up assignments/assessments and/or to participate fully in extracurricular activities.

Late Arrival/Early Departure

Any student who arrives after their first class of the day has begun or needs to leave campus before their last obligation of the day should sign in/out at the Attendance Desk in Haaga House. A parent/caregiver must fill out our [Attendance Form](#) to notify the Attendance Office of the late arrival or early departure.

Off-Campus Privileges/Signing Out

After September Outdoor Education trips, Upper School students will be allowed to leave South Campus during a free period or lunch but must return in time for their next class or obligation (advisory, study hall, community time, etc.). Students who leave South Campus during a free period or lunch must exit and reenter campus through the main entrance on Cornell and must sign out and back in at the sign-out kiosk.

Tardiness

It is important for students to arrive on time to classes, meetings and campus gatherings. Students who are marked tardy five times in a semester will be assigned a detention and will meet with the Dean of Students to discuss the pattern and seek remedies. Students who are more than twenty minutes late to class will have missed a significant portion of the lesson plan and will be marked absent.

Excessive Absence/Absence Limits

In-person attendance is essential for content mastery and course completion. Students who need to be absent more than ten times from a semester-long course or more than twenty times from a year-long course may need to take a leave of absence to address the causes of frequent absence and may lose credit for the class. Both excused and unexcused absences count toward these absence limits; school athletic early dismissals and school trip absences are excluded from this count

Questions?

Please contact Catharine Stebbins in the Attendance Office (usattendance@polytechnic.org) or Jen Cardillo in the Dean of Students's office (jcardillo@polytechnic.org) if you have questions about any of these attendance procedures or need any help with these processes.