



General Attendance Expectations

This is a brief summary of The John Carroll School Attendance Policy, for more detail go to www.johncarroll.org, Current Patriots, Student Handbook, and Attendance (<https://patriots.johncarroll.org/current-patriots/student-handbook>).

Absence, Late Arrival, or Early Dismissal

If a student is absent, late, or requires an early dismissal from school, a parent/guardian should e-mail attendance@johncarroll.org before 8:30 a.m. on the day of the event. E-mail communications with regard to attendance will be accepted only when received from a parent/legal guardian e-mail account that the School has on record.

If a parent/guardian fails to contact the School and the student returns from an undocumented absence, a detention can be issued. E-mail is preferred, but handwritten notes will be accepted upon return from an absence, lateness, or early dismissal from a parent/guardian on record with the School. Students arriving late AND leaving early are marked as “Incomplete Day” and will appear on report cards under “Days Tardy.”

All communication from the parent/guardian should include:

- Student’s first and last name
- Current grade level
- Date(s) of absence(s)/lateness/early dismissal
- Reason for absence(s)/lateness/early dismissal

Excused (not counted against the student) absence, lateness, or early dismissal will be allowed for the following:

- Death in the immediate family
- Illness / major medical occurrence (with a doctor’s note)
- Court summons
- Religious holiday
- College visit (with documentation from the college)
- Suspension (in school only)
- Any other emergency or circumstance approved by the Dean of Students

Excessive Absence or Late Arrival

Students must not exceed five (5) absences or late arrivals per semester. For each subsequent unexcused late arrival and absence, a detention will be issued. Students absent for three (3) consecutive days or more must provide a doctor’s note.

Eligibility for Extracurricular Activities

Students must arrive before the conclusion of their Mod 1 class (for that letter day) to participate in extracurricular activities. There is no penalty for an excused late arrival if we receive documentation before 11:30 a.m. Students arriving after 11:20 a.m. or leaving (without returning) before 11:20 a.m. are considered absent. Students who are marked absent may not participate in extracurricular activities.