

Oakwood

F R I E N D S  S C H O O L

22 Spackenkill Road, Poughkeepsie, NY 12603

SCHOOL ABSENCE FORM

STUDENT NAME: _____ DATE: _____

PERIOD(S) ABSENT: _____

REASON FOR ABSENCE: _____

PARENT/GUARDIAN SIGNATURE: _____

DEAN'S OFFICE APPROVAL: _____

For an absence to be excused, this form must be completed and turned in to the Dean's Office. For planned absences, such as doctor's appointments, this form must be turned in beforehand. For unanticipated absences, such as illness, this form must be turned in upon return to school. If a form is not completed in a timely manner, the Dean's Office may not excuse the absence, and the student will incur disciplinary consequences.

Attendance Policy

Oakwood Friends School's attendance policy is to accept no unexcused absences. Students are required to attend all commitments - academic classes, Collection, Meeting for Worship, Community Meeting, sports practices/games or lifesport classes, advisory periods, work assignments, and school activities.

Students are expected to attend school each day that Oakwood is in session. If a student does not attend a minimum of 80% of the school days during the academic year, the student will not receive academic credit for any part of that particular year. Additionally, the student may be dismissed from Oakwood at the point in which he/she cannot meet the 80% requirement. To receive credit for a course (academic or athletic), a student must attend 80% of all class sessions. In the senior program, 100% attendance in community service is required of all students.

Absences are excused for personal illness, critical illness or death in the family, impassable roads, recognized religious holidays, or required attendance in court. Family vacations, shopping, errands, car trouble, oversleeping, caring for other children in the home are not considered excused. *Please plan family trips to coincide with Oakwood Friends School's calendar.* Students who miss classes for unexcused reasons will not be permitted to make up missed work, quizzes or exams. During short-term absences, students should contact a classmate or their advisor for assignments. For extended absences, the Upper School Head can coordinate class assignments. When a student returns to school from any absence for health reasons of ten days or longer, he or she must provide the Health Office with a written explanation, signed by a medical doctor.

If students are late, absent, or if they will need to leave school early for any reason, they must turn in a School Absence Form, or the absence will be considered unexcused. Students arriving late must sign in with the Dean's Office, and students excused to leave early must sign out prior to departure. In the event of an illness or medical emergency during the school day, all students must report to the Health Office to be excused from classes or to leave campus early. Students are responsible for acquiring missed assignments and making up missed work due to absences. Students absent from two or more classes in a day may not participate in athletics that afternoon.