



ATTENDANCE RULES AND EXPECTATIONS

Because the Winter Sports School in Park City teaches the required number of credit hours in a condensed block schedule, the time spent in class is critical. Great flexibility is offered to students as they need to participate in training camps during school sessions; however, this very flexibility eliminates all non-essential absences.

Attend Classes

The hours of school are: 8:00 am – 2:55 pm

The office is open: 7:30 am – 4:00 pm

Absences without prior permission are acceptable only in the case of illness or other emergency.

Please call the school by 8:00 am if a student will be absent. Parents/students should contact all teachers to find out what work was missed. A parental note, or phone call, is required to excuse any absence. The Winter Sports School office phone number is (435) 649-8760

Pre-Arranged Absences (one or more full days)

The school expects that Pre-Arranged absences (those other than for illnesses or emergencies) lasting one or more full school days will be arranged well in advance. Any prearranged absence must be approved in advance by the Dean of Students, the Assistant Head of School, or the Head of School. No student will be granted a Pre-Arranged Absence for a course that he or she is failing.

Students must have a Pre-Arranged Absence form filled out by all of their teachers. An electronic copy of the Pre-Arranged Absence form can be found on the school web site on the Dean of Students' blog. If a teacher does not sign the form, then the teacher is saying that the student needs to stay in school because:

1. The student currently has a failing grade
2. The student is not caught up on their work
3. The teacher believes that the student's absence will be detrimental to their ability to pass the class.

The Dean of Students, Assistant Head of School, or Head of School must sign the form to approve the Pre-Arranged Absence. The form must be completely filled out three days prior to the start of the absence (including a parent's or guardian's signature). If the form is not filled out and turned into the office ahead of time, any absence lasting one or more full days will be considered unexcused, unless the prolonged absence is due to a medical or other emergency. Please see the section "Consequences for Unexcused Absences" on the next page.

Upon returning to school from a Pre-Arranged Absence, students have two school days to meet with all of his or her teachers to set appropriate due dates for all missed work. If the student fails to meet with his or her teachers to set appropriate due dates within two school days, the teachers will assume full discretion over the due dates and communicate their respective decisions to the student. The grade for any work completed after the due date will be docked 10% for each day that it is late. If the Pre-Arranged Absence form is not filled out and turned in to the office at least three days prior to the start of the absence, the student in question must complete their work when they return to school with no grace period unless the prolonged absence is due to a medical or other emergency – please see the guidelines for "Partial Day Absences" on the next page.



Partial Day Absences

If a student misses less than one full school day, any missed work must be completed on the next school day attended. Homework and papers must be handed in first thing in the morning upon returning to school; exams may be taken at a time set by the teacher and the student, provided that it is completed by 4 pm. The grade for any work completed after the student's first day back in school will be docked 10% for each day that it is late.

Excused vs. Unexcused Partial Day Absences

A parent or guardian must call the school at 435-649-8760 by 8 am and provide a satisfactory reason to excuse a student's late arrival or absence from any class or a portion of any class during that day. Without such notification, any absence from school is considered unexcused. If an excused absence is due to a medical appointment, the student must hand into the school office a signed note from the doctor, dentist, or other care giver upon returning to school. (Note: to arrange a full-day or multiple-day excused absence, please follow the guidelines for "Pre-Arranged Absences" above.)

Please understand that car trouble, personal and/or family errands, failure to awaken or be awakened on time, etc. are not grounds for an excused absence. The Winter Sports School is a college preparatory program, and we stress personal responsibility and time management skills with our students in order to fulfill that mission.

Consequences of Unexcused Absences

First offense:	The teacher will send the student to the Dean of Students to schedule an Office Detention – the student will stay in the WSS office for not more than one hour after school.
Second through Sixth offense:	The offense will be reported to the Dean of Students, and 2 percentage points will be docked from the student's grade in the class(es) for which the student is absent or late, as class participation is vital to our curriculum. Parents will be notified of each offense by the Dean of Students since the student's academic performance is affected. Please understand that a student's academic performance in multiple classes can potentially be affected by a single offense. For instance, if a student leaves a given class early, and is then a few minutes late for the following class, and the absence is not excused, and the student's first offense has been "used up," the student will lose 2 overall percentage points in each of the two classes.
Seventh offense:	Student is subject to further disciplinary action at the discretion of the Head of School, including suspension or expulsion.

The Senior Class may collectively request one day of amnesty per year from the unexcused absence policy. Amnesty may be granted if the school's administration believes that the Senior Class has made a positive contribution to campus life during the course of the academic year.