



## Upper School Attendance Policies and Procedures

Regular and consistent attendance in classes and all school activities must be a top priority for all students, especially in a program such as Key's that emphasizes discussion and group projects. Punctual attendance at all School obligations—academic advisory meetings, activities, community gatherings, grade meetings, and classes—is an expression of the mutual respect and community responsibility to which we are all committed, and stated in the Key School Mission Statement.

**Please note the following important policies and procedures regarding absences and attendance:**

- Absences resulting from illness, family emergency or religious observance will be excused upon parent notification of the Upper School office. **Parents should call the Upper School attendance line at 443-321-2579 or ext. 1013 by 8:25 a.m. to notify the School of such an absence and the reason.**
- When at all possible, medical and dental appointments should be made outside the school day. When this is not possible, **parents should notify the Upper School office and explain the reason for the absence** by phone or email [Upper School Attendance](#) in advance of the absence.
- Family trips, vacations, etc. should be scheduled during school breaks and holidays. When trips during school days are unavoidable, absences for such trips will only be excused if the parents notify the Upper School office **at least ten days in advance** and **request that the School excuse the absence**. Such requests **must be made by email** to [Upper School Attendance](#). At the teacher's discretion, students departing on such trips may be required to complete work or assignments in advance. Such arrangements, including any make-up work, will only be available if the absence is excused.
- Students are expected to arrive punctually to all classes, activities and other school obligations. Teachers will establish and enforce policies regarding excessive tardiness within their courses and other activities.
- At the beginning of each school day, students must arrive to School in time for their first class, other school obligations (study hall, lab appointment, etc.), or the mid-morning homeroom meeting, whichever comes first. **All students who have free block(s) in their first block(s) of the day must sign in at the Upper School office upon arriving at school, even if it is before 8:15 a.m.**
- Students who are absent from School for a full day or arrive at School after 12:25 p.m. may not participate in any after school extra-curricular activities, or important events on that day.