

SCHOOL ATTENDANCE POLICIES

Absence

In order for students to get the most benefit from their education, daily attendance is expected and required.

Excessive Absences

Students must attend their classes to be eligible to receive a grade or credit. Students in Elementary and Middle School missing more than 15 days per year may not be promoted to the next grade level. For High School, students are required to meet course hours. All absences, except for school-related absences, count as absent without regard to 'excused' or 'unexcused.' Excessive absences will require a conference between the principal and a parent.

In order to get credits in grades 9-12 the following rules apply: A student will only get credit for any quarter if they have attended the entire quarter. Students will only be granted up to five days excused absence in any quarter in order to receive full credit for the quarter. A report card will not be issued to any student who misses more than five days in a quarter.

Please see the Attendance Policy on the school website for complete details.

Excused and Unexcused Absences

Illness, emergencies, unavoidable legal or governmental appointments, and school/family trips are excused absences. For an absence to be considered excused, a note, a phone call, or email message from a parent/guardian must be sent to our office within two days of a student's return to school. Advance notice is strongly preferred.

Any class work due during an excused absence may be made up for 100% credit, but the work must be completed and returned to the teacher no later than as many days as the student was absent. A 'day' is defined as from 8:30 AM to 3:30 PM and not based upon whether a class was held that day.

An unexcused absence is any absence without a note, email, or phone call from a parent/guardian explaining the absence. An unexcused absence will result in a grade of zero for any test or assignment due during that period.

Approval for absences not due to illness or an emergency must be requested in advance to the principal. Students must make arrangements to do all the work missed during their absence. The due date for all make-up work coincides with their return to school.

Absence Due to Illness

Absence due to illness is excused with appropriate notification. (See the Attendance Policy and Excused and Unexcused Absence policies above.)

Early Release from School

Students who need to leave school prior to the end of the school day must bring a note or an email from their parents/guardians. In the note, parents must identify the person who will be picking up the student. When appropriate, parents will be contacted to confirm the identity of the person picking up the student. Parents/guardians must inform the office at what time their child is to leave. In case of illness or injury, see the policy above.

Cutting/Skipping Classes

Students are expected to be present during each and every school day. Skipping a class will result in a disciplinary action, including detention and will include a phone call to parents/guardians.

Tardiness

Students are expected to be on time at the beginning of the school day. The school day begins at 8:30am and students are expected to be present in the homerooms or advisories by then. Unexcused tardiness without either a phone call or email from a parent will result in a strike on the behavior record.

Absence Due to Family Travel

It is recognized that in an international school environment, family trips and other excursions may cause students to be absent. Should these circumstances arise, parents/guardians must inform the principal one week in advance of the departure date and receive approval from teachers. On the day of return, it is the student's responsibility to turn in their assignments and schedule make-up tests with all of their teachers. Failure to meet with teachers on the return day will result in a zero being issued for all missed assignments, tests, or exams. All attendance policies apply as indicated above.