

Attendance and Tardy Policy

I-Attendance

- As per the regulations of AdvancED, our accrediting agency, a student must attend 90% of the contact days to earn credits in any subject.
- **To ensure 90% attendance, the number of absence days allowed per quarter is 4 (excused + unexcused).**
- When a student's absence reaches 3 days in any quarter, a warning letter will be sent home to be signed by the parent and returned to school. An SMS will also be sent notifying the parent that the warning letter has been issued.
- If the student is absent a 4th day, a second warning letter will be sent home to be signed by the parent and returned to school. An SMS will again be sent notifying the parent that the second warning letter has been issued.
- Once the student has exceeded the 4 allowed absence days, he/she will only receive **70% of the quarter grade** (ex. if a student scored 90% on the quarter, then it will be 63% - if a student scored 80% on the quarter, then it will be 56%, etc).
- A deduction letter will be sent home to be signed by the parent and returned to the school. An SMS also will be sent notifying the parent that the deduction letter has been issued. **Important note: Unsigned and/or unreturned letters will not affect the implementation of the policy.**
- Failing a quarter will put the student at risk for failing the school year.
- If this is repeated in another quarter the student will fail the school year – it is not possible to fail two quarters and pass the school year.

A) Unexcused Absences:

Absence that is not approved by the school will be considered unexcused absence. These are its consequences:

- The student bears the responsibility of submitting all missing work, assignments and homework on the 3rd day of return to school
- Missed tests must be taken by the 3rd day of return to school
- All work, assignments, homework and tests will be capped at 80%

B) Excused Absences:

Once an absence has been accepted as excused, Administration will issue an Excused Absence Slip upon the student's request to guarantee him/her the following:

- The student has the right to make up for missing work, assignments, homework and tests by agreeing with each teacher and setting deadlines. All work must be completed within the same quarter of the absence.
- All work, assignments, homework and tests will be normally scored at 100%

Acceptable reasons for an Excused Absence:

a- Illness:

- In case of illness, a doctor's note should be submitted to the school on the day of the student's return. Late doctor's notes will not be accepted.
- The school reserves the right to accept or decline a doctor's note depending on the absence record of the student.
- Phone calls or letters from parents are only accepted for an absence of 1 day

b- Sports Championships:

- If a student is enrolled in a national sports championship, a letter from the sports club indicating the date and location of the championship must be submitted to the High School Office prior to the requested absence.

c- Extraordinary Circumstances:

- If extraordinary circumstances force a student to be absent for a duration that will cause him/her to exceed the 4 allowed absence days per quarter, he/she must come to the High School Office to ask for an Absence Request Form **before** the absence takes place. The Headmaster reserves the right to deny the request, depending on the absence record of the student.
- In case of unforeseen extraordinary circumstances (such as death in the family), a meeting should be requested with the Headmaster who will decide whether the absence will be considered excused or unexcused, based on the situation.
- If the absence must take place during an end-of-quarter exam period, then special accommodations may be arranged upon the approval of the Headmaster.

IMPORTANT NOTIONS TO REMEMBER:

*An excused absence has many advantages relating to the student's grades and accommodation of missing work, but **IS STILL COUNTED** among the 4 allowed absence days.*

*A waived absence is an absence deleted from the student's attendance record. It is **not counted** among the 4 allowed absence days, and is only granted in extraordinary circumstances, in the presence of adequate documentation submitted at the indicated times and upon the Headmaster's approval.*

II-Tardy

- 1st 5 times tardy = 2% deduction from grade of all subjects in the quarter
- 2nd 5 times tardy = 5% deduction from grade of all subjects in the quarter
- 3rd 5 times tardy = 7% deduction from grade of all subjects in the quarter
- 4th 5 times tardy = 10% deduction from grade of all subjects in the quarter
- Further tardy = Expulsion warning
- Further tardy = Expulsion
- Student will receive a **verbal** warning once he/she has been 3 times tardy
- A letter will be sent home to inform parents of the deduction; it is to be signed and returned to school. An SMS will also be sent to the parent.
Important note: Unsigned and/or unreturned letters will not affect the implementation of the policy.