



## Attendance Policy

A premium is placed on regular attendance. While it is often true that travel can be an educationally broadening experience for young people, it is difficult to reconcile travel during the school year with the demands of our academic program. The educational process includes participation in class. Parents must understand that the burden shall be on the student to make up all work missed while absent from school. Class activities and presentations often can not be made up. This may have an academic impact on even the best students. There are three types of student absences:

- **Excused Absence:** These are absences for personal illness or quarantine, as documented in a note from parent or physician; medical or dental care that cannot be scheduled after school hours; certain religious holidays; or death in the immediate family. All students must bring a note from their parents explaining the reason for an absence the first day they return to school. If a student is absent 3 or more days a note from a doctor is mandatory. Failure to bring a parent explanation or doctor's note will result in the absence being considered unexcused. It does not include absences due to family vacation, extending a weekend, returning to school late either semester or leaving early either semester.
- **Unexcused Absence:** Absence without approval of a parent is considered unexcused. Absences for parties, sporting events (unless the student has an official letter from a national federation verifying participation), birthdays and other social activities are considered unexcused absences. Extending weekends and vacations are unexcused.
- **Prearranged Absence:** Any absence that is foreseeable is considered to be a prearranged absence. Students must bring a note to the School Office from a parent explaining the circumstances and duration of the absence well in advance of the absence. The student will receive a form to circulate to all teachers notifying them of the absence. The student should ask for the work that will be missed during that time. If the absence is an official school function, one or more teachers may deny permission if the trip is considered detrimental to the academic success of the student. Prearranged absences should occur only in very rare instances. Family vacation, extending a weekend, returning to school late either semester or leaving early either semester is not considered excused but the student should get the assignments and do them so he/she does not fall behind in concepts and skills. Assignments or tests that a student will miss due to prearranged absences are due before the student leaves or immediately upon their return. Any work or tests missed during an unexcused absence must be done since they are still expected to know the concepts and to be able to do the skills. A student not attending classes during any part of the day may not participate in any extra-curricular event on that day, unless previously approved by the Principal or PUP/MYP Coordinator. This includes concerts, plays and athletic contests.



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If a student misses more than 10 percent of school in a semester, credit may not be given. This could mean repeating a grade level or receiving failing grades but being allowed to move on if the teachers feel the student has mastered the material and skills. Absences for any reason other than an official school trip count against the 10 per cent limit whether they are excused, unexcused, or prearranged. Things happen in class that students can not effectively make up. Cases of students with more than 10 per cent will be reviewed if there are extenuating circumstances. It is essentially a parental responsibility to send their children to school on time and to talk to them about punctuality throughout the school day. Parental accountability is an expectation.