

## 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, the student will receive an email from the administration informing him/her of the warning. A link to an electronic form notifying the parent of the student's warning will be sent on Class Dojo for the parent to sign. **Important note: Unsigned forms will not affect the implementation of the policy.**
- When a student's absence reaches 4 days in any quarter, the student will receive an email from the administration informing him/her of the warning. A link to an electronic form notifying the parent of the student's warning will be sent on Class Dojo for the parent to sign. **Important note: Unsigned forms will not affect the implementation of the policy.**
- Once the student has exceeded the 4 allowed absence days, he/she will only receive **85% of the quarter grade** (ex. If a student scored 90% on the quarter, then it will be 76.5% - if a student scored 80% on the quarter, then it will be 72%)
- If the student exceeds the 6 absence days he will receive **70% 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).
- When a student's absence exceeds 4 days in any quarter, the student will receive an email from the administration informing him/her of the deduction. The same for 6 days. A link to an electronic form notifying the parent of the student's deduction will be sent on Class Dojo for the parent to sign. **Important note: Unsigned forms 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 most probably fail the school year – it is difficult to fail two quarters and pass the school year.

- In the case of Excused or Unexcused Absence, homework, assignment and test makeup will be graded according to each department's policy as follows:

➤ **English Language Arts Department Grading Policy:**

- **Homework:** Students with an Excused Absence have 3 days to submit their homework. Students with an Unexcused Absence have 3 days to submit their work but it will be capped at 80%.

- **Classwork:** Students with an Excused Absence will be excused from the work. Students with an Unexcused Absence have 3 days to submit their work but it will be capped at 80%.

Please note: if the classwork is group work, and the student has unexcused absence, it will be considered Missing.

- **Quizzes:** All students have 5 days to make up their quizzes according to the designated days. If a student has an Unexcused Absence, the grade will be capped at 80%.

- **Oral Assessment:** Students with an Excused Absence will make-up upon return. Students with an Unexcused Absence will receive a "ZERO".

- **Final Essay:** Students with Excused Absence, will make-up upon return. Students with an Unexcused Absence will receive a "ZERO".

- **Final Exam:** Students with an Excused Absence will make-up upon return. Students with an Unexcused Absence it receive a "ZERO".

No work is accepted after 3 days from the student's return to school (excused and unexcused absence). If students do not have their work after 3 days, then the grade will be Zero/Missing.

If the student is **absent**, the school needs to be informed and contacted via email. It is the student's responsibility to follow up on what was taken in class and what homework was assigned.

➤ **Maths Department Grading Policy:**

- In case of absence during instruction days, if it is EXCUSED, teacher will give you 1-2 days (depending on content missed) to make up the missing work and receive FULL CREDIT.

- In case of absence during instruction days, if it is UNEXCUSED, teacher will give you 1-2 days (depending on content you missed) to make up the missing work and receive PARTIAL GRADE (incomplete/80%).

- If there is a severe circumstance like a death in the family, severe illness – approved by teacher and the office – then we will meet together and set a schedule for handing in your late assignments.
- In case of absence on due date, if absence is excused, you must hand in the weekend homework upon your return to school for full credit.
- In case of unexcused absence, you must hand in the weekend homework upon your return to school for partial grade (80% of the grade).
- If there is a severe circumstance like a death in the family, severe illness – approved by teacher and the office – then we will meet together and set a schedule for handing in your late assignments.
- In case you are absent on a quiz day or for a few days prior to the quiz which resulted in you missing out on instructions, you **MUST** take the quiz on one of the designated make-up days of the same week, during break... **NO Excuses!**
- If there is a severe circumstance like a death in the family, severe illness – approved by teacher and the office – then teacher will reschedule the quiz for you.

➤ **Science Department Grading Policy:**

- Absent students should submit the homework immediately upon return.
- Students who are absent on the day of the classwork are responsible to hand it in the next day.
- Students present on quiz day should take the quiz even if absent before the quiz day.
- Students absent on quiz day will have to take the quiz on the designated make-up dates during that week.
- If the quiz is not taken during that week, it will be considered Missing.
- If student is absent on the presentation day with no compulsive excuse, he/she will lose the presentation skills grade.

➤ **Social Studies Department Grading Policy:**

**Homework**

- Students have a week to complete assignments; the week following is a grace period during which a point is deducted daily. No assignments should be accepted after the grace period.
- Absent students are expected to upload their work during the allotted period.

**Classwork**

- In case of unexcused absence, the student is required to submit the classwork upon return.

- In case of excused absence, student and teacher together set a date of submission of the missing classwork.

#### **Assessments**

- In case of absence for more than three days with an excuse, the student and the teacher together set a date for the make-up. The date should not exceed 4 days, on one of the designated make-up days.
- In case of absence for one day, whether excused or not, and in case the student shows up on the quiz/test day, the student is expected to sit for the assessment with the class.

#### **Project**

- In case of justified absence (with prior notice), the teacher may grade the document/product only.
- In case the student fails to show up on the presentation day with no urgent excuse, the student will lose the presentation skills grade.
- We build committed independent learners, so a student who misses the presentation day is expected to provide his group members with his assigned task, complete and ready for the presentation. Failing that, severe measures will be applied according to the situation.

### **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.*

***Unsigned forms will not affect the implementation of the policy.***

**II-Tardy**

- 1<sup>st</sup> 5 times tardy = 2% deduction from grade of all subjects in the quarter
- 2<sup>nd</sup> 5 times tardy = 5% deduction from grade of all subjects in the quarter
- 3<sup>rd</sup> 5 times tardy = 7% deduction from grade of all subjects in the quarter
- 4<sup>th</sup> 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.

Parent Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_