



COMPREHENSIVE ATTENDANCE POLICY

Purpose of this Policy

The purpose of this policy is to ensure that the school will maintain adequate attendance records of each student in compliance with the Commissioners Regulations. We believe that good attendance promotes higher academic standards and improves the likelihood of better scholastic results.

Accurate attendance records help us to keep track of all our students on any given school day. These records are used by the educational department (i.e. Head of Schools) to identify patterns of excessive absences or lateness that need to be addressed by either the school or parent. A disproportionate amount of absences or tardiness usually signals a problem that is often detrimental to the academic advancement of a student.

Accessibility of Records

Attendance records are accessible to the Head of Schools at all time. At the discretion of the Head of Schools, they are also available to any educator or therapist who feels review of these records will benefit the student. Records are also available to parents upon their request.

Records kept in the Administrative Office:

1. Class Lists which contain the following information:
 - Student's Name
 - Date of Birth
 - Full Name of parent/guardian
 - Phone numbers of parent/guardian
 - Address of student
2. Family Information Sheet which includes parent/guardian phone numbers and alternate emergency numbers.
3. School Calendar which lists all scheduled closings. Dates and schedules are subject to change. Parents are notified of all calendar changes in advance. All letters informing the parent of changes are kept on file.
4. Record of Emergency Closings.
5. Student enrollment and departure dates.
6. At the end of the school year, all attendance books and summary reports are transferred to the school secretary to be kept on file in the Head of Schools office.

The Attendance Requirements

In the beginning of the school year, each teacher receives a roll book with their full class listing. Absences, lateness and early dismissal must be marked in these roll books each day with their respective coding of excused and unexcused.

Classes that have only one teacher each day. Each teacher must take attendance at the beginning of the school day and is responsible to mark down all lateness and early departure with their respective coding.

Teachers of Departmentalized classes must take attendance at the beginning of each period. If a class is in session for a double period, attendance only needs to be taken at the start of the first period.

Requests for early dismissal must be submitted to the Head of Schools office either by a phone call from a parent and a signed note indicating the reason for early dismissal. Early dismissal is allowed based on the guidelines below or at the discretion of the Head of Schools. All students are informed in the beginning of the school year that they must sign out in the Head of Schools office before leaving early.

Coding System Excused & Unexcused Absences and Lateness

The following are excused absences and lateness or early dismissal and their respective codes:

- S = sickness
- D = death in family
- Ex = other excused absences or tardiness decided on an individual basis by the Head of Schools

The following are unexcused absences and lateness or early dismissal and their respective codes:

- V = vacation
- Un = other unexcused absences or tardiness

Strategies for Reviewing Attendance Records

Daily

Teachers are responsible to ensure that all students follow their assigned schedules.

Following first period, all teachers are required to send daily attendance to the school secretary who in turn transfers that information into the master attendance book. If there are any discrepancies she checks with the teacher or other support staff.

Monthly

Each individual student's record is totaled in the attendance books.

These totals are added to a cumulative total from the previous month.

The Head of Schools and/or the Attendance Coordinator is required to review the attendance books on a monthly basis. This allows him/her to notice patters of unexcused absences, tardiness and early departure for each student and initiate appropriate disciplinary measures.

The Head of School and/or the Attendance Coordinator also reviews attendance reports to track attendance patterns for each class. If a particular class has an excessive amount of unexcused absences, tardiness and early departures, the situation will be analyzed and addressed.

Annually

The Head of Schools and/or the Attendance Coordinator is responsible to review the attendance records annually in comparison to previous years. Any excessive change in student attendance can be an indication that the attendance policy needs to be revised and the awareness of the attendance policy needs to be improved.

Parent Communication

The Head of Schools and/or the Attendance Coordinator is responsible for executing communication between the school and parent with regard to unexcused absence or lateness.

Incentives

We do not offer any course credit for attendance. However, as an incentive, good attendance is taken into account when deciding on Awards at the end of each semester.

Notice to Parents

When a student exceeds their allotted number of unexcused absence, notice is provided to parents informing them of their child's amount of unexcused absences, lateness or early dismissals and disciplinary measures will be taken. This notice will also inform parents what actions will be necessary on their part.