



# Attendance Policy

2021 - 2022 Academic Year

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## **STUDENT ABSENCE PROCEDURE**

All student absences must be reported via e-mail to [office@splitinternational.org](mailto:office@splitinternational.org) including both planned and unplanned absences, regardless of the reason for the absence.

- In the event of a planned absence, please notify the office as far in advance as possible. Be sure to state the purpose of the absence, the dates that the student will miss school, and the expected date that the student will return to class.
- In the event of an unplanned absence, please report the absence via e-mail **each morning** when your children are absent, or in the case of prolonged absence, summarize the absence dates and circumstances.

Students who are absent are required to complete all of their missing homework and classwork assignments, and should reach out to their teachers to ensure completion of assignments.

## **CLASSIFICATION OF ABSENCES**

Absences are either classified as excused or unexcused.

### Reasons for Excused Absences

1. Illness (medical verification required for absences longer than 2 days)
2. Illness inside the immediate family (with limitations)
3. Death in the immediate family
4. Death outside the immediate family
5. Observation of religious holidays
6. Medical appointment
7. Court appearance

## Recognition of Excused Absences

Because of the wide variety of reasons for a student's absence from school, the validity of an absence will be determined by the administration in each individual case. When a student has accumulated seven (7) excused absences, a reminder letter will be sent to the parent via email reviewing the excused absence policy.

Students exhibiting symptoms characteristic of Covid-19 should remain home and be tested as soon as possible. The test results are accepted as medical verification in these circumstances.

Medical verification for absences means that a physician has treated an illness or injury and has verified to the attendance office that because of the illness or injury, the student was unable to attend school. Official medical notification (which includes the physician's name and contact information) must be submitted to the office in the event of a prolonged absence.

## **UNEXCUSED OR RECURRING ABSENCE**

Unexcused absence will result in the student not receiving credit for any work that is missed, and the student shall receive a failing grade for all graded work and/or assessments given during the student's absence.

Once a student accumulates five (5) unexcused absences, a letter will be sent via email to the parent reviewing the unexcused absence policy. If the student has seven (7) consecutive unexcused absences, ten (10) or more unexcused absences in a month, or fifteen (15) or more unexcused absences in a year, a parent conference will be scheduled to discuss the situation and the impacts on the children's education.

## **FAMILY VACATION**

Students who take vacations during the school year shall be considered absent with parental permission. It will be the obligation of the parent and the student to see that work missed is made up, and if necessary, secure a tutor without placing additional demands upon the classroom teacher. In addition, the following will be expected:

1. Parental notification (via e-mail to [office@splitinternational.org](mailto:office@splitinternational.org)) should be given as far in advance as possible before leaving. **No more than five (5) days per year of vacation will be counted as excused absences.** Any additional vacation days will be counted as **unexcused absences.**

2. All work assigned will be due the first day the student returns to school.

3. All assessments missed during vacations must be made up and completed by students. Any examinations or tests missed must be taken by the student upon their return.

### **RELIGIOUS HOLIDAYS**

It is the parents' responsibility to notify the school secretary (via email to [office@splitinternational.org](mailto:office@splitinternational.org)) when their child will miss school for a recognized religious holiday. Students will be excused for the time missed, but students are not exempt from the completion of assignments upon their return to school.

### **TARDINESS TO SCHOOL**

A student must be on time to school and in attendance every day. Students who arrive after 9:00 am are considered tardy. Students are permitted **seven (7) tardies per semester**. A letter will be sent home to the parents reviewing the tardy policy once a student surpasses seven (7) tardies. All tardiness due to doctor's, dentist's, orthodontist's, or court appointments, must have official documentation from that office.

### **EARLY DISMISSALS**

Once a student gets to school, he/she is required to stay the entire day or until that student is dismissed. Each student leaving school property during school hours will be required to have an email sent by a parent or guardian to [office@splitinternational.org](mailto:office@splitinternational.org) excusing them early.

### **ILLNESS DURING SCHOOL**

If a student becomes ill during the school day, a temperature measurement will be taken and the student will be isolated from other students. Teachers and staff will follow the recommendation of the school's trained first aid personnel and a parent/guardian will be contacted via phone and/or email. A parent or guardian may need to come to school to pick-up their child.

In the event of illness, children need to be fever-free for 24 hours, and are asked to provide a negative Covid-19 test prior to returning to school.

### **ADMINISTRATIVE DISCRETION**

The school administration has the ultimate authority in all attendance-related matters and reserves the right for discretionary deviation from the aforementioned attendance policies.