

# Policies

School policies cover every aspect of school life. Below are some of our most important policies for your reference. If you want to know our policy on something that is not listed, or paper copies of any documents please ask the school office.

Policies address the practical implications of how to achieve the school's vision and are a key means of ensuring that agreed values underpin day-to-day decisions and actions in our school to provide a framework for the smooth functioning in a shared understanding of the school's strategic plan and vision.

## **Attendance Policy**

Attendance does matter. Missing a lot of class can create huge holes that could lead to academic disappointment. Families should understand that excessive absences and tardiness have a negative effect on academic performance. Students are urged to be punctual and responsible in their school attendance. Students who are regularly absent may jeopardize their academic standing in school.

Teachers cannot be reasonably expected to spend the class time of other students on reviewing material that was missed by a consistently absent student, especially for absences of a social nature. Teachers are not required to provide work or special assignments in advance to students who plan to be absent for a prolonged period of time. Parents should recognize that taking a child out of school for a prolonged period of time may affect the child's performance.

## **Tardies**

Tardy arrivals are equally important because a child who comes in late time after time is essentially playing catch up every day, they are late. Punctuality is expected and frequent tardiness is extremely disruptive to the classroom environment. There is no grace period for late arrivals and students are marked tardy if they are dropped after the children have entered the classroom. Children miss the opportunity to mingle with peers in the morning and more so over, they miss circle time in class which is very important. Instilling the value of punctuality can help develop your child into a more disciplined person, as they understand and appreciate the value of time. This behaves as a catalyst to make other positive changes in their life and helps to combat any form of laziness and negative behavior from a young age.

## **Excused and Unexcused Absences**

Please see the list below for examples of excused and unexcused absences.

<b>Examples of excused Absence /Tardy</b>	<b>Acceptable Document</b>
Personal illness	Note or email provided by parent, but if its longer than two days, a note from the doctor, verifying the illness or condition causing the absence must be provided
Family Emergency	Note provided by parent or guardian
Major road condition /Traffic jam	Note provided by parent or guardian
Attending an appointment with a doctor	Note provided by parent or guardian
Participating in an off-campus event	Note provided by parent or guardian
<b>Examples of unexcused Absence /Tardy</b>	<b>Acceptable document</b>
Extension of family vacation/holiday travel	No acceptable document
Late departure from home	No acceptable document
Oversleeping/sleeping late	No acceptable document
Welcoming a guest	No acceptable document