

## 2 ATTENDANCE POLICY

Attendance at school is compulsory. Regular and prompt attendance is crucial for maintaining a satisfactory academic level. Irregular attendance and unnecessary absence deter the child's ability to learn and make it more difficult for students and instructors alike due to the missed instructional time, discussions, and activities.

School begins at 8:45 and finishes at 16:30. The school day consists of eight periods. Students should arrive at school each morning before 8:45 in time for registration in their classroom. If a student is late – coming to school after 8:45, s/he needs to see the teacher on duty to receive a "LATE SLIP" and submit it to the related teacher.

Staying after non-academic hours is upon the discretion of the student.

- Parents are responsible for regular and punctual attendance of their children. When a student cannot attend school, parents are responsible to notify the school. They should call class teacher or Vice principal between 8:30-9:00 a.m. Students should not call in their own absence.
- Students who are not enrolled at MIS are not permitted on campus at any time unless they have been registered as official guests.
- A child is considered late for school if he or she is not in the classroom by **8:45 a.m.** and ready to begin the school day.

A student will be deemed absent at any time that she is not physically present in class.

Excused (Authorized) absences are categorized as follows:

### 2.1 Excused Absences

- Hospitalization or medical reasons.( Medical Certificate must be produced)
- Bereavement (period of grief and mourning after a death)
- Religious observances
- Absences that occur due to school-sponsored fine arts or sports activities
- Approved college visit
- Any other absence receiving prior approval from the administration

### 2.2 Unexcused Absences

Any other absences not mentioned in excused absences above will be considered unexcused.

Students **are not** allowed to make up assignments and tests missed for an unexcused absence. Students are not allowed to miss any lesson in lieu of completing a class work/homework or taking a special test/quiz.

In case of sudden illness, every absence from school must be explained by the parents to the class teacher. When a student is absent for 4 or more days, or when he/she cannot attend activities on their return to school (for example, physical education) a medical certificate will also be required.

### 2.3 Tardiness

Tardiness is an unacceptable behavior for students. Students arriving late to lesson will have their names noted in Edupage. Students must arrive on time for all activities (lectures, official ceremonies, scientific, and social activities, etc.) to which they have to participate.

**Three times tardiness will be considered as half day unexcused absence and results point deduction.**

Parents whose children come to school *after the first lesson* must inform the class teacher about the late arrival and *must take late slip for next lesson.*

Students, who miss any lesson unexcused or leave the school without a "Permission Slip" during school time, will be referred to the disciplinary committee for further disciplinary action.

Parents' whose children are late without any excuse for more than 7 times in a term shall be notified by the school administration and are expected to provide an explanation for excessive tardiness.

A student is tardy when he/she is not in his/her assigned seat or station when the bell rings after breaks. A student's tardiness shall not be excused unless there is an approved excuse by the Vice principal. Students who form a habit of being tardy to classes will have further discipline consequences at discretion of the Discipline Committee.

#### **2.4 Early Dismissal From School**

The administration does not advise parents to pick up their child before all classes end unless there is an emergency. Students are not allowed to leave the school early unless the class teacher or the vice principal is informed by parents via a phone call or a written note. A slip must be taken from the vice principal if a student has to leave school before the last bell.

#### **2.5 Family Vacations**

Family vacations should not interfere with the school's instructional calendar. Family vacations are strongly discouraged when school is ongoing. In addition to compromising the attendance regulations, family vacations should not interrupt the educational process; however, if so, the teachers are not responsible for the missed work in any subject area. Teachers are not required to provide work in advance of a family vacation.

#### **2.6 Parental Absence From Kyiv**

When both parents are going to be away from home, it is necessary to notify (in writing) the school in advance, stating who is responsible for your child/children and who the school must contact in the case of an emergency.