



CANADIAN INTERNATIONAL SCHOOL OF PHNOM PENH

SECTION F.3.5

Student Attendance

POLICY

CIS believes there is a strong correlation between attendance and effective education. The School also believes that the parents, students, and the School have a shared responsibility to ensure that students attend school in accordance with the directives of the Board of Directors.

Guidelines

2.1 Students shall attend school regularly and punctually.

2.2 Students shall attend additional learning opportunities as assigned by CIS such as, but not limited to, homework club and summer programs.

2.3 All students are expected to be in regular attendance during the school year unless excused for a valid reason.

2.4 CIS is a closed campus and, therefore, students are not to leave the school grounds during the school day.

2.5 A student is only excused from attending school on a day on which the School is open if:

- The student is unable to attend by reason of sickness or other unavoidable cause
- The day is recognized as a religious holiday by the religious denomination to which the student belongs

- There is a death or critical illness in the family
- The absence has been approved by the Principal.

2.6 At the beginning of the each school year, and at other times when necessary, the Principal shall communicate the School's attendance procedures to students, parents/guardians, and teachers.

2.7 Students are expected to make up all work associated with excused and unexcused absences.

2.8 The teacher shall refer to the Principal, all cases of excessive absence for which satisfactory explanations are not obtained, and all cases for which excessive absence has contributed to slow academic progress.

2.9 The teacher shall arrange a conference with the student and parents to discuss the situation and to find a mutually agreed upon solution.

2.10 If absences continue, the student shall enter into an Attendance Contract as developed by the Principal.

2.11 If the student is unable to meet to the terms of the Attendance Contract, he or she may be withdrawn from the School at the Principal's discretion.

2.12 If a high school student in a semestered course misses 10 periods of class or more, for any reason, that student will be unable to meet the hours of required instruction in that course and may be withdrawn from the course with no credits awarded.

3. Procedures

3.1 When a student is noted as being absent, the Administrative Office shall attempt to contact the parents.

1.1 Students/parents shall furnish, when required by the teacher, a written/verbal explanation of absence or tardiness to be signed/communicated by the parents/guardians. The Principal shall determine if the absence/tardiness is excused or unexcused.

1.2 Teachers shall keep accurate attendance records for each of their students.

1.3 The record of a student's attendance shall appear on student progress reports and an annual summary of attendance shall be placed in the student's file.

1.4 For extended absences or for a pre-scheduled absence, the parents should make every effort to inform the School and teachers as early as possible and to arrange for missed work to be collected.