



ATTENDANCE POLICY

REVIEWED: August 23, 2019
AMENDED: February 16, 2008
APPROVED: August 16, 2006

POLICY

TIS believes that there is a strong correlation between attendance and academic success. TIS 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

1. Students shall attend school regularly and punctually.
2. Students shall attend additional learning opportunities as assigned by TIS such as, but not limited to, homework club and summer programs.
3. All students are expected to be in regular attendance during the school year unless excused for a valid reason.
4. TIS is a closed campus and, therefore, students are not to leave the school grounds during the school day.
5. A student is only excused from attending school on a day on which the school is open if
 - 5.1. the student is unable to attend by reason of sickness or other unavoidable cause; or
 - 5.2. the day is recognized as a religious holiday by the religious denomination to which the student belongs; or
 - 5.3. there is a death or critical illness in the family; or
 - 5.4. the absence has been approved by the Principal.



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6. At the beginning of each school year, and at other times when necessary, the principal shall communicate the school's attendance procedures to students, parents/guardians, and teachers.
7. Students are absences expected to make up all work associated with excused and unexcused.
8. The teacher shall refer to the principal, all cases of excessive absences for which satisfactory explanations are not obtained, and all cases for which excessive absences has contributed to slow academic progress.
9. The teacher shall arrange a conference with the student and parents to discuss the situation and to find a mutually agreed upon solution.