



ATTENDANCE AND LATENESS POLICY

In order to achieve academic success now and to prepare students for careers later in life, it is important that students arrive at school on time each morning. All IQRA BA students (**Preschool to High School**) are expected to arrive at school at 7:45 to assist the Morning Assembly. Students will be dismissed from assembly at 7:55 AM and must report to classes immediately. The first class begins each day at 8AM sharp.

One of our major themes this year is punctuality. Students who arrive between 8:00 to 8:10 will be given a Lateness Slip but allowed to enter the building.

1. Children who have perfect attendance will attend a special Award Ceremony at the end of the academic year and be honored with a certificate and gift.
2. If a child is late for 3 instances parents will have to meet with the Dean of Students before the child is admitted to class.
3. It is expected that parents will support the school in inculcating the value of punctuality and regularity of work.

Being **LATE** to school for the following reasons are not counted as tardies in the accumulation of tardies:

- Late School Bus
- Medical appointments (documented by a doctor note on official letterhead) - We ask that, whenever possible, parents arrange medical, dental or other appointments outside of school hours.
- Extenuating family emergency (i.e. – death, birth - documented by a parent or guardian note)
- Court or Embassy appointment (documented by an official court or consular note)
- Returning from a school sponsored field trip

Being **LATE** to school for the following reasons may not be considered extenuating circumstances:

- Parent work schedules
- Oversleeping
- Car problems
- Riding with another person

EXCUSED ABSENCES

Parental Note: A parent's written note is required to excuse a student's absence from school. However, it's important to understand that parental permission alone does not guarantee the school's ability to excuse the absence. Parents are encouraged to notify the school in advance when they are aware that their child will be absent due to scheduled appointments or other reasons. Please send such notices in writing to the school secretary at least 48 hours in advance.

Medical Note: A valid medical note is required to excuse any medically-related late arrivals, early dismissals (partial-day absences), or full-day absences. If a student is absent for more than three (3) consecutive days due to illness, a physician's note will be necessary.

Please note that the following reasons for being absent from school are not counted as absences when calculating the accumulation of absences:

- **Serious Illness**
- **Death in the Immediate Family:** If possible, providing a funeral note or program is appreciated.
- **Medical/Dental Appointments:** When accompanied by a properly validated medical note.
- **Authorized Religious Holidays:** With a provided religious note.
- **Family Emergency**

UNEXCUSED ABSENCES

Examples of Unexcused Absences Include:

1. **Tuancy:** Instances where a student may have exceeded the 95% attendance rule.
2. **Non-Essential Celebrations:** Absences related to personal celebrations, such as birthdays or other non-school-related events.
3. **Family Trips or Vacations During School Days:** Absences due to family trips or vacations that occur during active school days.
4. **Student-Organized "Skip Day":** Absences resulting from student-organized events where students intentionally skip school.
5. **Oversleeping:** Instances where a student misses school due to oversleeping.

Moreover, You Will Be Considered Unexcused If:

1. **Failure to Sign Out:** Leaving school premises without properly signing out in the Dean's office.
2. **Unauthorized Class Departure:** Leaving a class without the teacher's permission.
3. **Failure to Report to Designated Location:** Obtaining a pass to go to a specific location but not reporting to that place as instructed.
4. **Self-Departure Due to Illness:** Becoming ill and going home without being seen by or sent home by the school nurse or providing a valid medical note.
5. **Non-Attendance:** Coming to school but not attending any classes.

LEAVING CAMPUS DURING SCHOOL HOURS

To ensure safety and proper record-keeping, we have established guidelines for students' departure from the campus:

1. **Permission and Check-Out:**
 - Students are required to obtain both parental and school permission before leaving the campus, except when their regular school day ends.
 - If a student needs to leave during school hours, a doctor's or dental note is necessary.
 - Parents or authorized guardians must provide identification and check the student out from the front lobby.
2. **Consequences for Failure to Sign In and Out:**
 - Failure to properly sign in and out will result in disciplinary consequences.
3. **Health-Related Departures:**
 - Students who are not feeling well should visit the campus nurse.
 - If the campus nurse determines that a student should be sent home, the absence will be adjusted and considered excused.
 - If a student fails to visit the school nurse and does not provide the required documentation, the absence may be considered unexcused.
4. **Early Dismissal Slips:**
 - Early dismissal slips to leave campus can be obtained from the Dean's office.
 - These slips are meant for students who are reporting to school but need to leave at a time other than the regular dismissal hours.
 - Reasons for early dismissal must be acceptable and in accordance with school policies.

These procedures are in place to ensure the safety, well-being, and proper attendance records of our students. Your cooperation is greatly appreciated.

We count on you to help us train leaders who will value showing up and being on time.

Thank you for your understanding,

Nieshaakema JAMES-SARR

DIRECTOR