



POLICY TITLE: *Attendance*

Attendance

Regular attendance is important. While some missed assignments may be made up, the dynamics of classroom interaction are valuable to the learning experience. Therefore, KICS has established a maximum number of absences allowed in order to receive full credit and full grades for a class. A maximum number of nine (9) excused and/or unexcused school days may be missed during a year. *Students will have a one-step reduction in grades (B+ to a B, for example) for each unexcused absence beyond nine(9). Students exceeding the 9 days are at risk for retention in their respective grade level or of being denied credit for the semester.* Attendance requirements begin and end with the school calendar.

Excused Absences

An absence is considered excused when the absence is the result of student illness, death in the family, medical appointment or emergency. Communication to the front office is required to verify the reason, prior to the absence whenever possible. Written communication is also required. A doctor's note may be required.

Secondary students and parents of primary students are responsible to get assignments from teachers, preferably prior to the absence. Students will have one day to make up the work for each day absent. In extreme circumstances a written request may be made for an extension.

Unexcused Absences

Any work assigned for - or quizzes or tests given during - an unexcused absence may be completed for a maximum of 60% credit at a later date.

Extended and Planned Absences

Extended absences will only be permitted for reasons of sickness, missionary home assignment/furlough, missionary conference or pre-approved essential travel need (e.g. student's mother returning home for the birth of a baby, international travel related to a death in the immediate family). *All other extended absences will be considered unexcused.*

Extended (more than 5 school days) absences must be approved a minimum of four weeks in advance by the Principal/Headmaster unless the extended absence is due to an illness or emergency situation. In the event of an illness or emergency the school should be notified as soon as possible.

Extended absences shall not exceed 10% (18 days) of the total school days. If a student misses more than 10% of scheduled classes, credit may not be given for the course. In cases of injury or long-term illness, the school may provide or approve home tutoring and/or other arrangements to satisfy attendance requirements while the student is in the country.

Mission agencies - or the home church in the case of tentmakers - must confirm approval of home assignment dates in writing to the school. This applies to preapproved mission agencies. The dates of missionary conferences need to be confirmed by the mission agency in writing to the school, and such an absence must fit within the total annual 18-day limit.

If an extended absence is approved, parents must then agree on an alternative education plan with their child's teacher(s).

Effective date: 1 January 2012