

Students' attendance Policy

Policy:

The school recognizes the importance of regular attendance of students. Students need to be in the classroom to benefit from the teacher's guidance and from interaction and exchange of ideas with peers. Excessive absences affect the culture of the classroom, where the teachers seek to build a community of learners. A student's excessive absences or tardiness can lead to incomplete and unsatisfactory work, a reduced capacity to meet curricular standards, and lower course grades.

Purpose:

This policy aims to ensure the best possible students' attendance and to ensure that clear administrative follow up procedures for students' absence exist.

Procedures:

Absence:

- 1- Students are expected to attend every school day as per the school calendar.
- 2- The school will communicate with parents of students reported absent to verify the authenticity of the absence.
- 3- Student's guardian will be texted in case of student's absence and all absence will be recorded on the school's management system.
- 4- In the case of planned students' absence for at least three consecutive days, a form is given by the administration (all-rounders or front desk officer), to be completed by the parent and given back to the all-rounders, then a copy is kept with the supervisor and another one is kept in the students' file

Excused Absence, Make-up Lessons and Make-up Exams:

- 4- Absence is excused if it is due to a dire emergency, a doctor's appointment or other obligations that could not be scheduled outside school hours. It is only permitted after the school's receipt of a written request by the parent and only after the approval of the Head of Section or Vice Principal.
- 5- Students are responsible for make-up work associated with excused absences.
- 6- Make-up exams/tests will only be administered to students with a valid medical/accidents report. In cases of unexcused absence, the school will investigate the circumstances surrounding the absence.

Truancy:

A student will be considered truant if his/her parent is unaware of his/her absence or if the parent was aware and authorized the unexcused absence.

- 8- UPS will meet with parents of truant students to ensure they are informed and to raise awareness for closer monitoring of their child's attendance.

Tardiness:

Students are expected to be in school by 7:40 a.m. each and every school day before the start of the morning assembly. 10- When the student arrives late to school, his/her tardiness is recorded on the school management system and calculated.

11- Excused tardiness: • Late Bus • Medical appointments (documented by a doctor note on official letterhead)

- Extenuating family emergency (documented by a parent or guardian note to the respective Vice Principal)
- Adverse weather conditions (egg: fog)

Early Departure:

Early student departure is not allowed as it disrupts the learning experience of other students at the school and school daily operations.

Early departure is excused if it is due to a dire emergency, a doctor's appointment or other obligations that could not be scheduled outside school hours. It is only permitted after the school's receipt of a written request by the parent/guardian and only after the approval of the Head of Section or Vice Principal.

Parents' requests of a student's early dismissal MUST be received by the Front Desk Office in writing no later than 11:00am for KG and 12:30pm for grades 4-12.

15- Parents' requests received after the aforementioned times will only be honored in the case of an emergency as determined by the school's administration.

16- Students who leave school prior to the designated time without a valid excuse and/or prior WRITTEN notice will be given an unexcused early dismissal and subjected to the consequences outlined in the Student Code of Conduct.

17- For safety reasons, there will be NO DEPARTURES FOR EARLY DISMISSALS for KG students between 11:45am- 12:30 pm and for grades 1-12 students between 1:00pm- 1:30pm as school administrators and teachers are in the preparation of bus and car students' departure at these times.

Providing a pastoral and house structure that supports students in developing innovative ways to compete, fund raise and create links with business and community

Seeking out global, regional and local initiatives and projects that will allow a broad range of students to get involved in their communities.

Our staff will:

Support the leaders in exploring innovation through action, thought and mind in initiatives such as:

1. Environment Group (Environment):

Encourage student participation in workshops, seminars, competitions and events to promote awareness about saving the environment.

Environmental Groups

Phase wise school projects to design models by using re-cycled material.

2. Performing Arts

3. Community Theatre and Arts Centre (art and craft, interior design, jewelry design, dance, music, photography, sculpture, pottery etc)

4. Health and Fitness

5. Partnership with colleges and Universities (Skyline, Aviation, Higher Technology, Food and Technology):

a. Students taking basic/AP courses before entering college.

b. Partner with education program, offering our school as a site for internships.

6. Partner with Homes for the Elderly/SEN Centers (Develop social skills- empathy, understanding, collegiality)

OUR VISION - Inspiring our students to love learning and helping them achieve their potentials and build their social, emotional and physical wellbeing.