

ATTENDANCE POLICY

Parents should notify the office **by 8:15 a.m. the day a student is absent**. Send a notice to attendance@wyischina.com including the reason for the absence. The office administration staff will then inform the student's teachers of the absence.

- **Elementary students** are expected to arrive to their homeroom by 8 a.m.
- **Secondary students** are expected to arrive to their advisory by 7:55 a.m.

Tardiness will not be excused without valid reason. Students arriving after the bell will be recorded as tardy and will receive a discipline log entry unless the tardy is excused. Attendance records will be kept by the classroom teacher and the main office in PowerSchool and will be entered onto a student's permanent record at the end of every quarter.

Planned absences must be requested at least one week in advance in writing by the parents, stating clearly the reason for the request. Any activity that can be completed during non-school hours will not be considered an acceptable reason for a planned absence.

Excused absences include university or job interviews, educational testing, medical or visa appointments, unexpected travel delays, illness or family emergency. *Unexcused* absences include birthdays and extended vacation or holiday. Other absence requests will be reviewed at principal discretion.

In order for students to receive credit for missed classes, prior notification must be received. If a planned absence is permitted, it is considered an excused absence. Teachers may require work to be done in advance. Teachers will work with parents to give a reasonable idea of the work that will be missed. For excused absences, students have one day to make up each missed day's work.

In order to receive credit for work, students may not be absent for more than seven, unexcused days per quarter. Absence from school makes it difficult for students to complete assigned work. If a student misses more than 10 classes in one semester, it may not be possible to receive a credit for those classes.

TARDINESS

Students are considered tardy if they are not in their designated classroom when the period-commencement bell rings. The number of tardies will be recorded and marked on the permanent record. All students who enter the building after 8:00 must sign in with the receptionist. The teacher will keep record of the number of tardies students have accumulated.

Elementary:

- On the third unexcused tardy, elementary students will miss a day of recess.
- On the sixth unexcused tardy, elementary students will miss two days of recess.
- Every sixth tardy will be counted as one day absent for all students.

Secondary:

- On the third unexcused tardy, secondary students will serve a lunch detention.
- On the fifth unexcused tardy, secondary students will serve an after-school detention.
- Every sixth tardy will be counted as one day absent for all students.

TRUANCY

Students who skip class will receive no credit for missed work. They may also need to serve a detention at the discretion of the administration.

WITHDRAWAL

Withdrawal is the early removal of a student from the school roster. Parents should notify the office at least two weeks prior to the departure date. An elementary student who withdraws more than two weeks prior to the end of a quarter or a secondary student who withdraws more than one week prior to the end of a quarter will not receive credit for that quarter.

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