



SOLOMON INTERNATIONAL SCHOOL

Solomon International School Bellevue, WA Campus
1951 152nd Pl NE Suite 101 Bellevue, WA 98007
Solomon International School Irvine, CA Campus
200 Spectrum Center Drive Suite 300 Irvine, CA 92618

Attendance Policy Form -Required for All Students

Excused and Unexcused Absences

A record of attendance is taken at the beginning of every class. When a student is absent from school without prior notice, the administration office will try to contact the student's parent, host-parent, or legal guardian. Upon returning to school, a student has two days to report to the office with a written note from the parent, host-parent or legal guardian that explains the nature of the absence (a phone call or email will also suffice). Failure to do so will result in an unexcused absence. Students will not receive credit for homework and assignment that has been missed due to an unexcused absence. However, they may be required to complete the assigned work. Students who bring a note to the office will receive an admit slip. The student must show the admit slip to the teacher to be admitted back into class and depending on the excused/unexcused status of the absence, may have the opportunity to make up the missed work for credit. Most SIS classes are recorded. Students can request access to recorded past classes if students want to review to study or have bad wifi connections (for Teacher-Led Live Online sections).

Pre-Arranged Absences

We ask all parents and guardians for help getting students to school on time and allowing them to miss school only when it is necessary. Parents should be aware that absences have a negative effect on academic performance. An absence for part of the school day should be arranged at least one day in advance. A note from the parent or guardian should state the dismissal time and purpose of the request. When returning from a partial-day absence, students must check in with the administration office before proceeding to class. **Students who leave campus without permission will be given an unexcused absence and could possibly receive disciplinary action for truancy.**

Tardiness

A student who is not present in class when the bell rings is tardy. A tardy is excused if the student has an admit slip from a staff member. A student gone for more than 10 minutes of the class will be recorded as absent. Also, **three tardies during one semester course will be counted together as one absence.**

Attendance Policy

This policy is designed to accurately reflect a student's efforts regarding attendance.

- **Students will be allowed up to 3 absences per semester course (excused or unexcused) without repercussions.**
- **The 4th absence during one semester course, and each additional absence: A penalty of 10% will be assessed to their final semester course grade.**
- **Three tardies equal 1 absence.**
- **A tardy of over 10 minutes is counted as an absence.**

Exempt Absences

The only exceptions to the attendance policy are as follows, and must include proper documentation, such as a doctor’s note on official letterhead: Family emergencies, visa-related proceedings, religious observance, and long-term illness. All other absences may be appealed to the principal in writing. All non-emergency exemption requests should be made before the absence occurs.

Absence Notification

SIS will try to notify the parent/guardian each time a student is absent from class, and at times it may be necessary to call for a meeting between the parent/guardian and school administrator as well.

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I have read and understood SIS Attendance policies. I understand that I will be notified of any changes in policies and/or procedures.

Student’s Full Name	Student’s Signature	Date
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Parent/Guadian’s Full Name	Parent/Guadian’s Signature	Date
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Solomon International School...The School Without Borders
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