



AL HAADI
SCHOOL

Al Haadi School Attendance Policy

At Al Haadi School we believe that student success is determined by regular attendance at school. Students need to attend school regularly in order to participate fully and gain maximum benefit from their schooling.

Al Haadi School:

- monitors the daily attendance of each student enrolled in the school
- identifies any absences of a student from school
- follows up on any unexplained absences of a student from the school or classes
- notifies any parent or guardian regarding a student's unsatisfactory school or class attendance

Student Arrival & Dismissal – Transportation

In order to ensure the safety of our students, we advise you to call the school office to inform us about any changes regarding the pickup or drop off arrangements for your children.

Our students are our responsibility, and we need your written or verbal permission to let them leave our premises with different people.

School doors open at 8:30 am. Please do not drop your child off before 8:30 am, as staff will not be on the premises at this time. As for home time, pick up is at 3:20 pm.

At home time, children in kindergarten should be picked up first. If you have children in senior grades, we kindly ask you to then drive to the side entrance (gym door) of Unit 16 and pick up your child from there.

For the safety of our students, they are not allowed to wander outside unless a parent is present. Al Haadi School and its staff are not responsible for any incidents that happen before or after school hours.

Parking is available in front of our unit and from the left side of our entrance all the way down. Please do not park in the front as it is used by other building tenants.

Please Note: Accommodations can be made in case of early drop off or late pick up sometimes depending on staff availability. Please make sure to inform the school office a day prior to such cases.

To ensure safety, it is essential that we all make sure that every car is stopped with its engine off before signaling to your children to come to you.

You may remain with your car and signal to your children when they come outside, or you may walk up and meet them as they exit the building and escort them back to the car. Please be careful when you drive around the school premises, especially when reversing back onto the road.

If you arrive late for pick up, then please make sure you use the main door. The playground door will be locked after 3:40 pm.

Student Attendance

In order to obtain the best possible education, it is important for students to attend class on a daily basis and arrive on time. Our goal is to maximize every student's opportunity to learn.

Attendance is the responsibility of parents and students. Grades may be affected by repetitive absences.

- Please email administration and teachers or call the school office before 10:00 am
- If your call is not answered, please leave a message that includes: child's name, grade, and the reason for absence
- Parents are responsible to report all absences.
- Students who leave school before 10:30 am will be considered absent for the day.

Examples of unexcused absences:

- Family vacations during academic year
- Non-medical appointments

- Absence for any other reason that does not meet the criteria of an excused absence
- A student who is absent from school without notice

Examples of excused absences:

- Illness: a doctor's/parent note of reason for absence is required for your student's attendance file. The note must be submitted to the teacher upon the return of the student to school.
- Medical appointments or treatments: will require a doctor's note for the student's attendance file
- Death: a parent note is required for the student's attendance file
- Personal or family emergency: a parent note is required for the student's attendance file

Extended Leave of Absence

In exceptional cases, parents that require extended leave must inform the school and receive approval. A leave of over a week is considered an extended leave of absence. The following protocols will be followed in the case of an extended leave:

- Parents must notify the administration at least two weeks in advance. Exceptions are made for emergencies
- Parents must meet with the teacher(s) and administration to discuss the terms of their child(ren)'s extended leave and be committed to provide all necessary schoolwork
- When the student returns, he/she will be assessed to ensure that the terms have been met