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VHS IB PROGRAMS Attendance Policy

Philosophy and Explanation

Because of the nature of the courses in the IB program, attendance in class is of critical importance to a student’s success. Although some of the work can be made up, much of it (including discussions and lectures) cannot. Additionally, a student may miss time working with peers on group projects, science labs, or group oral assessments, which would affect not only the student who is absent but his/her peers as well.

When students are not in school, the achievement of the entire group can be compromised. Last but not least, students’ absences create additional work for teachers who are also working diligently for the class’s success. Therefore, the IB Programs will require all students to adhere to the policies named below.

Policies and Procedures

1. Students may not be absent for an IB-required assessment, whether exams, orals, or written assessments. There are very few reasons IB will excuse a student’s absence (civil strife or natural disaster, for example). No make-ups will be available for assessments or exams directly assigned by IB.
2. If a student falls ill for more than a couple of days, he/she (or a parent) should email the IB Coordinator, guidance counselor, and subject-area teachers.
3. Students should not be absent more than 2-3 days/quarter (10 days for the year). In the event illness requires further absences, a doctor’s note will be required. If a student’s absences become excessive, he/she will be required to attend a meeting with the IB Coordinator and/or guidance counselor to discuss other scheduling options that might be more conducive to the student’s situation.
4. If a student is absent the day a teacher-created assessment is due, he/she should email the assessment to the teacher or share it on Office 365. If the student is late to school or leaves school early, assessments should be delivered to the teacher while at school.
5. Please make every effort to schedule trips, medical/dental appointments, or college visits at a time when school isn’t in session. College visits can be scheduled weekends coinciding with teacher planning days or over the summer to minimize the impact of these important tours on a student’s class attendance. Students who are absent for pre-scheduled events should visit the attendance office and arrange for a passport which will pre-excuse the absence.
6. Sport or school-related absences, such as field trips, are only excused through an email from the advising teacher. In the case of field trips, students must show the field trip form to teachers well in advance of the field trip. A teacher reserves the right to decline a signature to a student who waits until the last 24 hours before the trip to seek permission.
7. It is the responsibility of students and parents to check absence statistics on a regular basis. Additionally, it is the student’s responsibility to ask for, complete, and submit all make-up work within the time designated permissible by the Sarasota County Schools attendance/make-up policy and the teacher’s window for make-up submission.

Student Name (Print)

Parent Signature

Student Signature and Date