

Student Absences

Updated on September 13, 2023

General regulations (based on MCPS Attendance Policy)

If a student has been absent from school for 10 consecutive school days, the school requires a doctor's note. A note by a parent/guardian authorizing the absence is not acceptable, in this case.

Authorized absences: Students should not miss more than 20% of class. In the case of 180 school days per school year, no more than 36 days may be missed.

Unauthorized absences: No more than 8 per quarter, 15 per semester and 20 per school year. Students who miss more than 20 days without their absence being authorized or excused may potentially not be issued a grade (in general or subject-specific) and be expelled from school as an ultimate measure. In this case, a decision must be made by the class and/or the promotion conference.

Case 1:

Student is sick or absent from class (even if only for a window of time during the school day). The school must be notified of this before the start of class.

- ⇒ Parent/Guardian sends e-mail to sick@giswashington.org and the homeroom teacher stating the expected duration of their absence from class. After this duration has expired, a new email notification must be sent.
- ⇒ Librarian of Upper School enters absence in WebUntis and notifies the subject teachers. The homeroom teacher notifies the subject teachers via Teams.
- ⇒ Orientation and Middle School level: Class exams will have to be made up at the homeroom teacher's discretion.
- ⇒ Introductory Level and Upper Level:

It is up to the class conference to ask for a doctor's note on a case-by-case basis.

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If an exam is missed, a doctor's note is required by the third day after the student returns to school, **otherwise, the exam in question will be graded with a grade of 6 or 0 points, respectively.**

- ⇒ Student turns in the doctor's note (copy/photo) so the subject teacher knows when an exam can be made up.

The original doctor's note is filed with the High School Coordinator.

Case 2:

Student is absent, does not call in, does not bring in a note from home.

- ⇒ The subject teacher enters the absence in WebUntis as unknown. The Librarian is notified.
At 9 am a list of all missing students is created and is passed on to the administration who will contact the parents.
- ⇒ A student is found to be missing in the course of the day: If the reason for their absence can't be explained by friends and other students, the administration will be notified.
- ⇒ The student's absence will be recorded, please see Case 1.
- ⇒ If the reason for their absence cannot be determined, the homeroom teacher will follow up with the parents at the end of the week (latest) and will enter the reason in WebUntis.

Case 3:

Student's absence is announced in advance (1 day – not adjacent to school break by homeroom teacher; several days by Head of School)

- ⇒ The student's authorized absence should be entered in Webuntis by the administration and the subject teachers should be notified in the class channel on Teams. If an exam is missed, this should be discussed with the subject teacher in question.
- ⇒ The student can make up the exam without having to provide a doctor's note, please see **Case 1** for other actions to be taken.

Case 4:

A student falls ill in the course of a school day.

- ⇒ Student goes to the health room.
- ⇒ The parents are notified.
- ⇒ The School Nurse marks the student as absent in WebUntis.

Miscellaneous:

- The rule of „No more than 3 exams per week“ only applies to standard exams. Make-up exams may be added.
- Exams are to be entered in WebUntis in **yellow** one week in advance by notifying the person responsible for scheduling.
- Parents and Guardians are able to see their students' absences in WebUntis via the student login. In case of any doubts, the subject and homeroom teachers can be of assistance.
- Temporary absences from school: https://giswashington.org/files/dswashington/Dateien/2021-22/Schulleitung/21_09_10_Beurlaubungsgesuche_D_E.pdf
- The parents as well as the homeroom teacher are responsible to get absences authorized and entered into the system.