Attendance Policy

A. PURPOSE

The school is committed to the care of our students, and therefore expects all staff members, students, parents, and visitors to share this commitment. Instituto Thomas Jefferson recognizes the need to guarantee, as far as possible, the safety of our students, and therefore implements an attendance procedure. The purpose of this procedure is to identify the steps to follow when a student is absent from school, in any of its learning modalities.

This policy provides students, parents, and staff members with guidelines and instructions regarding student absences in any of the learning modalities.

The following terms will be used in this document:

Student: any student of Instituto Thomas Jefferson, regardless of age, as well as visitors who are minors, is considered a student.

Staff member: Any member hired by Instituto Thomas Jefferson Guadalajara campus, regardless of position or role.

Learning Modalities: Includes the Distance Learning Model (PAD), Blended Model (hybrid), In-person Model, and any combination thereof.

To prevent risk situations from escalating, Instituto Thomas Jefferson Guadalajara campus adheres to the following principles:

- The student's well-being is the priority, and every student has the right to be protected from harm and exploitation. A student's well-being is independent of their race, religion, ability, disability, gender, or culture.
- All students must be and feel safe at their school.

● Every student has the right to receive strategies and skills that help them keep themselves safe.

● All adults at the school must show a commitment to the protection of the students they work with.

● At Instituto Thomas Jefferson Guadalajara campus, we work together with parents, guardians, and other professionals to ensure the protection of our students.

● All students have the same rights to be protected, but we recognize that in some cases, greater support will be needed. Some of these cases may fall under situations of special educational needs, disability, gender, religion, and sexual orientation.

1. Scope and Objectives

Instituto Thomas Jefferson Guadalajara campus aims to:

● Provide a safe and happy environment that fosters the growth and learning of our students.

● Outline the system and procedures we have to ensure that students are safe within the school.

● Raise awareness among all staff members and parents about issues related to student absences.

● Ensure effective communication between staff members and parents regarding student absence situations.

● Be clear with everyone involved, including students, parents, or guardians, about the Attendance Policy.

a. SCOPE

The attendance policy will be endorsed and signed by General Management. This policy will be adopted by all levels of the organization.

b. RESPONSIBILITIES

Every staff member involved in compliance with this attendance policy must:

● Safeguard the rights of the minor.

● Protect the minor's personal privacy.

● Raise awareness and provide clear guidelines for action on matters related to student absences.

● Inform the Designated Safeguarding Team of any concern related to student absences.

c. PROCEDURE FOR REPORTING STUDENT ABSENCES IN ANY LEARNING MODALITY

● When a student has been absent for more than 3 days without prior notice, the homeroom teacher will send an email to the parents; if this email receives no response, a section assistant will be asked to contact the student's parents by phone to identify the reason for the absences.

● If no response is received to the phone call, an email will be sent by the section director or deputy director, indicating the date and time the phone call was made.

● If, on the 4th day, the student does not attend and there has been no response to the email sent, another phone call will be attempted to the parents. This second call will be made by a member of the corresponding Management.

● If no response is received to the second phone call, Section Management will send an email, copying the Designated Safeguarding Lead, indicating the date and time the phone call was made.

● If, on the day after the second email was sent, the student does not attend and the email is not answered, the Designated Safeguarding Lead, together with Section Management and General Management, may determine the steps to follow to try to contact the family.

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