

Attendance Policy

A. PURPOSE

Thomas Jefferson Institute, Guadalajara campus, is committed to safeguarding our students and expects all staff members, students, parents, and visitors to share this commitment. The Thomas Jefferson Institute recognizes the need to ensure, to the greatest extent possible, the safety and wellbeing of our students, and therefore implements clear attendance procedures. This policy outlines the steps to be followed when a student is absent from school under any learning modality.

This document provides students, parents, and staff members with guidelines and instructions regarding student absences across all learning formats.

For the purposes of this document, the following definitions apply:

- **Student:** Any enrolled student of Thomas Jefferson Institute, regardless of age, including visiting minors.
- **Staff Member:** Any individual employed by Thomas Jefferson Institute, Guadalajara campus, regardless of role or position.
- **Learning Modalities:** Includes Distance Learning Model, Blended Learning Model, In-Person Learning Model, and any combination thereof.

To prevent risks from escalating, Thomas Jefferson Institute, Guadalajara campus adheres to the following principles:

- The wellbeing of the student is the priority, and every student has the right to be protected from harm and exploitation, regardless of race, religion, ability, disability, gender, or culture.
- All students must be, and feel, safe at school.
- Every student has the right to receive strategies and skills that support their ability to keep themselves safe.
- All adults at school must demonstrate a commitment to the protection and safeguarding of the students with whom they work.
- Thomas Jefferson Institute, Guadalajara campus works collaboratively with parents, guardians, and external professionals to ensure student safety and protection.
- All students have equal rights to protection; however, some students may require additional support due to special educational needs, disabilities, gender, religion, or sexual orientation.

1. Scope and Objectives

Thomas Jefferson Institute, Guadalajara campus aims to:

- Provide a safe and supportive environment that promotes student growth and learning.
- Outline systems and procedures that ensure the safety and monitoring of students while at school.
- Raise awareness among staff members and parents regarding matters related to student absences.
- Ensure effective communication between staff members and parents concerning student attendance situations.
- Establish clear expectations and protocols for all parties involved, including students, parents, and guardians, regarding the Attendance Policy.

a. SCOPE

The Attendance Policy will be endorsed and authorized by the Head of School. This policy will be adopted by all divisions and levels of the organization.

b. RESPONSIBILITIES

All staff members involved in the implementation of this Attendance Policy must:

- Safeguard the rights of all students.
- Protect the personal privacy of students.
- Raise awareness and provide clear operational guidelines regarding student absences.
- Report any concerns related to student attendance to the Designated Safeguarding Team.

c. PROCEDURE FOR REPORTING STUDENT ABSENCES ACROSS ALL LEARNING MODALITIES

- When a student has been absent for more than three days without prior notice, the home-room teacher will send an email to the parents. If no response is received, a division assistant will contact the parents by phone to identify the reason for the absences.
- If there is no response to the phone call, an email will be sent by the Division Director or Assistant Director indicating the date and time of the attempted call.

- If by the fourth day the student is still absent and there has been no response to the email, a second phone call will be made to the parents by a member of the corresponding Division Leadership.
- If there is no response to the second phone call, the Division Director will send another email with a copy to the Designated Safeguarding Lead, indicating the date and time of the attempted call.
- If on the following day, after sending the second email, the student remains absent and the communication has not been answered, the Designated Safeguarding Lead, together with the Division Director and Head of School, will determine the next steps to continue attempting to contact the family.

Prepared by:	Reviewed by:	Approved by:
ISP	<ul style="list-style-type: none"> • Melody Martín del Campo • Eustolia Martínez Rodríguez • Melissa Ceulemans • Amanda Martín del Campo Jen-sen • Jennifer Barbour Martínez • María José Valencia González 	Melody Martín del Campo

Updated: September 2025