



The mission of the International School of Monterey is to educate all children toward becoming conscientious, compassionate, and responsible citizens of the world.

Attendance Expectations & Procedures

You can expect that...

- ▶ The school will automatically excuse partial or full day absences due to illness, injury, family emergency, religious/cultural celebrations, and other reasons specified in Ed Code 48205.
- ▶ The principal will thoughtfully consider your requests for other excused absences (e.g. educational travel) when received at least one week in advance.
- ▶ Teachers will provide advance or makeup work for all excused absences.
- ▶ Teachers will make no provision for makeup of work missed due to unexcused absences.

We expect that...

- ▶ Students will attend all 180 days of school, arrive to their classrooms no later than 8:00am, and attend for the entire school day except in cases of excused absence.
- ▶ Parents/guardians will keep children home if they have a fever or other signs of infectious illness.
- ▶ Parents/guardians will schedule routine dental and medical appointments after the end of the school day, particularly taking advantage of early dismissal days for that purpose.
- ▶ Families will vacation during school breaks so that students do not miss school for travel.
- ▶ Parents/guardians will provide a signed doctor's note for absences of four days or longer.

To report daily absences...

- ▶ Email absent@ismonterey.org by 9:00am on the day of the absence, providing student name, teacher, length of absence, and basic reason (e.g. sick, family emergency) without detail. (NOTE: We record all unreported absences as unexcused.)
- ▶ Call 831-583-2171 and leave a message with the above information if you don't have email access.

When dropping students last minute or late...

- ▶ Refer to atomic clock time (cell phone, computer, etc.) as official school time.
- ▶ Send students arriving later than 8:00am to the front office for a tardy slip, accompanying them if necessary to request an excused tardy.

When checking students out early...

- ▶ Email your child's homeroom teacher in advance (preferably at least one day) with the pickup time, basic reason, and anticipated return time if any.
- ▶ Tell your child that morning to be prepared to leave at the scheduled pickup time, and ask or know what teacher they will have at that time.
- ▶ Arrive at the office with enough time to have the front desk call your child's classroom based on the teacher name that you provide, have your child walk to the office, and then leave together. (NOTE: To maximize teaching time, we don't call for or release students until you arrive in the front office to sign them out. Calling in advance will not change this.)
- ▶ If returning the same day, send or bring students to the office for a reentry slip.