



## BILINGUAL EDUCATION INSTITUTE

### ATTENDANCE POLICY - ESOL Programs

Bilingual Education Institute expects students to attend their classes, whether in-person or online, at the scheduled time for the scheduled duration for each scheduled day. When you miss class, you not only fall behind on new material, but you miss the hands-on repetition that is so important in learning and developing your new skills.

#### MINIMUM STANDARD

Bilingual Education Institute requires the following minimum standard of attendance for graduation: 80% cumulative attendance.

#### TRACKING

Attendance is tracked in every class period by the instructor. If you miss more than 30 minutes of any class period, you will be marked absent for the whole hour.

Each day the instructor records daily class attendance. At the end of the week, the Administrative Assistant inputs weekly attendance into our data management system. Attendance records are kept in your permanent student file.

#### TARDINESS AND EARLY DEPARTURES

Four tardy arrivals/early departures of more than 15 minutes will be counted as an hour of absence.

- Joining 16-30 minutes after class begins = You are allowed to join and marked Tardy
- Leaving the class 16-30 minutes before it ends = Your attendance is marked with an Early Departure
- Joining the class more than 30 minutes after it begins = You are allowed to join class but you will be marked absent for that hour.
- Leaving the class more than 30 minutes before it ends = You are marked absent for the whole hour.

\*Joining a class is defined by your delivery method (in-person or online) – **Arriving** to the classroom OR **Logging** into the class

4 Tardies/Early Departures = 1 hour of Absence.

Permission for daily late arrivals or logins must be submitted to the School Director with a letter stating the reason why a student cannot arrive to school by the start time, each day. Approval is determined case by case.



### ATTENDANCE PROBATION

If you fail to comply with the attendance policy and you do not have 80% attendance at the end of a cycle, but you have met 75-79% attendance, you will be placed on Attendance Probation for the next cycle you enroll in. You must meet with the Academic Lead to review the terms outlined in the Attendance Probation notice.

At the end of the cycle on Attendance Probation, you must have met 80% cumulative attendance requirement, in order to advance to the next level. Failure to meet attendance requirements, while on Attendance Probation, will result in repeating a level. You are only allowed one cycle on Attendance Probation.

### EXCUSED ABSENCES

Please do your best to attend all classes and schedule any appointments after class. There may be times that you cannot attend class due to family emergencies, internet outage, etc. However, please note that any time you are not in class, you are absent and will not be marked present for days missed. Providing notes and documentation of any absence is always a good idea and will allow you to make-up classwork in some cases (see below).

### COURSE ASSESSMENT MAKE-UP & RE-TAKE

**Missed In-Class Assignments:** If a student misses an in-class assignment, it is their responsibility to ask the instructor about make-up options. The student can attend a test make-up session, and the instructor will sign them up based on the course schedule (Ex: For IEP - Thursdays of Week 3 & 6). If a student fails to attend the nearest make-up session, they will receive a zero unless they provide valid documentation to the Administrative Assistant.

**Test Retakes:** If a student wishes to retake a test due to dissatisfaction with their grade, the instructor may grant this opportunity at their discretion. Retakes are only allowed if the original score is between 60% and 74%. The retake must be scheduled outside regular class hours and completed under supervision.

**Missed Class Presentations or Group Assignments:** If a student misses a presentation or group assignment, they will receive a zero unless they provide documentation for health or other extenuating circumstances. With approval from the Academic Lead, the grade may be excused in such cases.

### CONSECUTIVE ABSENCES

Disciplinary action will result if a student is absent for 3 consecutive weeks, without an approved leave of absence.

### DISMISSAL

Any student dismissed for attendance related reasons: consecutive absences, failure to maintain 80% attendance, excessive tardiness or early departures, failure to meet the terms of attendance probation, or



failure to return from a leave of absence may restart classes in the next cycle only with an appeal submitted by the student and approval of said appeal from the Academic Director.