



June 2022

Dear Parents and Students,

We are well aware of the importance of proper school attendance. A student with poor attendance, lateness and absences, will have a difficult time succeeding in her daily studies. Poor attendance has a negative impact on the classroom environment and on the school as a whole. Over the past few years, we have implemented changes and policies to ensure a proper attendance structure at Tiferes Bais Yaakov. We have seen tremendous improvement in the overall attendance and achievement. As an institution, we are constantly looking to improve, and have therefore updated our existing policy to achieve even greater results.

**The following is our Attendance Policy for the upcoming 2022-2023 school year:**

1. **We would like all parental contact to take place through email.** If your daughter will not be attending school, or if she will be coming late/leaving early, you must email [attendance@tbyhs.org](mailto:attendance@tbyhs.org). If you do not have email access, then please call the school and leave a message in the office.
  - a. Parents have until 10:00 A.M. of the following morning to excuse their daughter's absence/lateness to school.
  - b. No student will be allowed to leave the school during school hours before receiving permission from a principal, program coordinator, or a prior phone call or email from her parent/guardian. Leaving school grounds without the appropriate permission will result in a 1-day suspension and a parent meeting.
2. Students must attend at least 85% of the scheduled classes (in each course) in order to earn credit for that course.
3. Students who have poor attendance records will be subject to consequences.
4. There are three levels of absences or lateness. Some examples include but are not limited to:
  - a. **Exempt:** Any absence deemed exempt by the administration is **not** subject to the 15%.
    - Parents inform the school of medical illness **and provide a doctor's note**
    - Emergency יו"ט
    - Family Simcha (with prior communication with Administration)
    - School program pass
  - b. **Excused:** Excused absences **will** be subject to the 15% rule and may lead to loss of credit. However, there will be no disciplinary consequences.
    - Notification from parents of absence that does not fall under 'exempt' category ie: appointment.
    - Student has a valid excuse that was communicated to an Administrator



## TIFERES BAIS YAAKOV

**c. Unexcused:** Unexcused absences will count toward the 15% rule which may lead to loss of credit, **and** be subject to disciplinary consequences.

- Leaving school, skipping class, no timely parental contact with school, leaving early for a vacation or extending a vacation.

**All decisions as to which category any absences/lateness is categorized, are determined by the administration.**

5. The school administration **must be contacted** before a student's extended absence, ie. For a simcha or emergency.
6. *If a student misses 15 % of the scheduled classes of a specific course, **the student's credit has been jeopardized**.* The Administration will determine if the student should complete an assignment, or redo the course through an ILC to recover the credit. The credit will remain incomplete until the work is successfully submitted and completed.
7. A student who is in jeopardy of not receiving a credit in a specific course, is still obligated to attend the class and will be subject to the detention/suspension policy.
8. Parents and Students are **encouraged to nightly** log on to their daughter's Tiferes Maplewood account (instructions to follow) to check and confirm their daily attendance. Students have 48 hours to clear up any issues with the teacher of the class, as well as with the Attendance office.
9.
  - a. A periodic attendance email will be sent to parents.
  - b. Additionally, we will print out a periodic report for students, which will inform them of their attendance records.

Thank you for your understanding and patience in this matter. We hope that by partnering together, we can promote a proper learning environment and foster success in our students.

Sincerely,

Rabbi Shmuel Zilber  
Head of School/Menahel

Mrs. Adina Ribacoff  
Limudei Kodesh Principal

Mrs. Fraidy Schachter  
General Studies Principal