

# Absence Regulations

(valid from 2010/2011 school year)

## 1 Absence notebook, signatures

Each student receives an absence notebook with tear-off sheets and counterfoils where each absence should be recorded and explained. All absences must be signed by the school's contract partner. From the 3rd class of the upper school of the Gymnasium (O5x), students who have the written permission of the contract partner can sign their requests for leave and absences themselves. Requests for dispensation from lessons will be refused if the counterfoil in the absence notebook is not presented.

## 2 Procedure in the event of unforeseeable absences

- 2.1 Every unforeseeable absence from lessons or an obligatory school event must be excused in the absence notebook by the contract partner. In addition to stating the reason for the absence, the excuse must record the number of days, half days or lessons missed with the exact date.
- 2.2 As soon as the student returns to school, he or she must show the excuse to the class teacher to be signed. Students will receive a punishment if they present the excuse late.
- 2.3 Students who come to school but suddenly for some unforeseeable reason need to miss lessons must inform the head of department or the administration office before leaving school.
- 2.4 Students who come to school more than half a lesson late will not be allowed to take exams on this day without the express permission of the head of department.

## 3 Procedure for absences from individual sports lessons

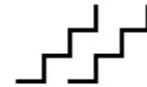
- 3.1 Students, who, for a good reason, cannot take part in individual sports lessons although they are able to attend other lessons, must inform the sports teacher who will then either excuse them from the lesson or certain exercises, or will give them another assignment to complete.
- 3.2 Should the student have a doctor's certificate excusing him/her from sports lessons, he/she must inform the sports teacher in person. The sports teacher will decide on a case by case basis what the students should do during the sports lessons in question.

## 4 Need for rest and recovery

Students who need to take a break from sports must present a doctor's certificate. This is shown to both the head of department and the class teacher.

## 5 Illness

The school administration office should be notified by midday of the first day in the event of illness.



## 6 Bonus half days

Students are allowed to take three bonus half days per school year. The responsibility for catching up on school work lies with the student.

- 6.1 Bonus half days can only be taken if the student's performance level is not critical as shown in the report or interim report, and if the absence does not fall on days when examinations, excursions, school camps, project days, school trips or other school events are planned.
- 6.2 Bonus half days that have not been taken cannot be carried over into the next school year.
- 6.3 Other decisions regarding bonus half days not covered by these regulations are at the discretion of the head of department.

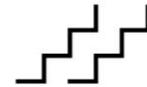
## 7 Dispensation from lessons without taking bonus half days

The school grants leave from lessons without taking a bonus half day for:

- important family events
- moving house
- clinical examinations in hospital provided it is not possible to organise this outside school hours
- orthodontic examination and teeth correction devices
- military service
- important religious events and religious holidays
- attending confirmation camps
- training as a "Jugend und Sport" leader, as long as this is for the benefit of the school.

## 8 Dispensation from lessons when taking bonus half days

- 8.1 As a rule, the school dispenses students from lessons in return for a bonus half day for:
  - participation in cultural events
  - attendance at language courses when it is not possible to attend the entire course in the school holidays. As a rule, the school grants one week holiday if the student uses two weeks of school holiday.
  - training as a "Jugend und Sport" leader
  - participation in regional, cantonal, Swiss, European and world championships, with a written confirmation from the sports association in question
  - training camps and competitions in Switzerland or abroad, as long as the sports association confirms that the student is a vital member of the team
- 8.2 For extensive out-of-school activities (e.g., in the fields of sport or culture) when 3 bonus half days would not suffice, a special agreement should be organised with school management at the beginning of the term.
- 8.3 For all other foreseeable absences, bonus half days must be used.
- 8.4 One bonus half day is forfeited if a student is responsible for coming late five times.



## 9 Procedure for foreseeable absences

- 9.1 For each foreseeable absence, students need to submit to the head of the department a written request accompanied by or entered in the absence notebook and signed by the contract partner **four days before** the absence (except for emergencies). Before school holidays, **ten days** notice are required. Requests that are not submitted in time will not be granted or will entail the forfeiture of further bonuses.
- 9.2 If the foreseeable absence has been agreed by the head of department, the student needs to have the absence notebook signed by all teachers concerned. The sheet is torn off and given to the class teacher. Students who are late submitting the absence notebook to teachers will receive a punishment.