Min Kim

Policies and practices are put in place to govern the conduct of school activities which influence the students’ experiences within the learning institution. Policies also help structure the relationship that exists between the students and the learning institution. While designing the school policies, the instructors should try and answer questions such as “What is the importance of the school policy in regards to attendance and absence of students?,” “What is likely to happen if the students do not achieve the required grades?,” “How can the students be disciplined or handled if they do not comply with the set policies?,” and many more. Policies stipulated greatly affect how the students take their work, how they feel about the curriculum, and provide them and the teachers an opportunity for interaction.

Students should only be absent from school when they are sick, under quarantine as prescribed by the health officer, while attending a relative’s burial, if under a jury duty as prescribed by the governing law, and serving as a member of the district board for an election. A student can also miss a class for individual reasons which are only justifiable such as public holidays, and employment interviews among others.

This could only be justified if a student requests for absence in writing by the parent or guardian with approval from the school principal or counselor. If a student misses their classes due to an unexcused absence, he/she should provide an explanation and should face prosecution upon reference. In cases of tardiness, the students shall be reported to the attendance supervisor or the superintendent of the school district. The school will also notify the parents or guardians of the students through mail with regard to the classification of the student as truant. The parent should compel the students to attend school in case they have been classified as truant failure to which the parent will be guilty of infraction and prosecution. The pupil is also likely to be suspended or denied some privileges. Students should know that “He, who opens a school door, closes a prison.”

To deal with absence and tardiness, students should attend all their classes unless they are sick. There should be an attendance office that should be mandated in handling the issues of the students missing their classes. The parents of the students should be made aware that failure of their children attending the English class will amount to fines (Education First Consulting and Grant makers for Education**,** 2011). When the students are sick, they should present medical evidence or parents’ statements explaining why the students missed the class.

 When a student fails to attend the English class, he/she should present a note from his/her parents or medical practitioners to the attendance office to ensure that all the teachers whose classes have been missed are served with the reasons why the student missed the class. Students should also ensure that they call the school on the day they have missed the class and report to the attendance office when they return to school. This will enable them get a report with which they are going to serve their teachers with. If for any reason a student is likely to miss the class for more than three (3) days, the student’s parents or guardians should call the students counselor to collect all the assignments.

According to the English policy, all students should submit their assignment on the appropriate date to reduce inconveniences. The students should be in class on time to help reduce disruptions. Late students should check-in at the tardy office to receive admission after paying the required amount of fine. If the student is continuously absent in school, it may require the parent to accompany him/her to the academe to help the him/her learn how to make it to class on time. To help tardy students, parents should spare and spend time in class with their child in class for one day.

Presentation skills are essential to all students. To help students have good presentation skills, one should try and bring out the students’ interests. The students should also be given a time limit within which they will give their presentation and respond to the questions. The students should also be encouraged to use support materials such as audio visuals and graphics. This will help add value to their presentations.

One should help the students prepare for the presentation. This involves encouraging the students to take time to understand the subject of presentation and understand the environment to which the presentation will take place. This will help the students build enough confidence and knowledge during the presentation to respond to the myriad of questions that may arise. The teachers should also provide feedback to the presenter of each presentation. This could be achieved through using a prepared observation where the presenter gets information in regard to their body language, use of visual aids, and audience rapport.

The above mentioned can be done verbally or in writing. This will help the presenter get more valuable information on what to improve to make their presentation better. Proper preparation helps the presenters to be more fluent. According to Brings (2003), “Fluency is important because it provides a bridge between word recognition and comprehension.”

Overall, all learning environment should have formulated policies on absence and tardiness. It is important for every student to learn the presentation skills to enable them face the future with ease.