



ATTENDANCE POLICY AND PROCEDURES

Students are expected to attend school on every regular school day and to arrive to school and class on time. Frequent absences, early departures, and tardiness can seriously affect the academic standing of a student. Any absence from school may involve the student missing several, if not all, of the following activities: important classroom instruction, discussion and participation, projects, groupwork, lab work, audio-visual presentations, written assignments, reports, quizzes and major tests. We know that the probability of academic success increases as attendance improves, and many of the activities and situations for learning that occur in the classroom cannot be “made up.”

Although the school recognizes and appreciates the value of activities that take place outside of formal education, parents and students are asked to take advantage of these opportunities when school is not in session. Parents are asked to not take their children out of school one or two days prior to vacation or to extend a vacation beyond the school’s established vacation periods. Parents are also asked not to take their children out during “Theme Week.”

ABSENCES FROM SCHOOL

When a student is absent, parents should, if possible, call or send an email to the office prior to 9:00 a.m. to inform the school and to give the reason for the absence. All absences are considered to be unexcused without such notification. In some cases, teachers may wish to be notified individually as well (as indicated in each teacher’s syllabus).

If the student’s parents were not able to call or email the school as described above, a signed note explaining the absence should be provided at this time. In the case of extended illnesses, a note from a doctor may also be requested. The student will show each teacher this admission pass during the day and give it to his or her last-period teacher at the end of the day.

EXCUSED ABSENCES

Families are reminded that absences will be excused for the following reasons:

- Illness
- Medical treatment
- Religious holidays
- Family emergencies such as sickness, death in the family, unexpected delay in travel
- Renewal of residency, passports, visas or attainment of official documents
- Family travel for the purpose of family events during the school year. American Academy grants students up to 5 days of excused absence during the school year for this purpose.
- Commitments for high-level athletics, visual or performing arts, or other talents that
- Require competitions or performances during the regular school year. These events should
- Be infrequent, and practices are not included.
- Involvement in school-sponsored activities such as athletics, MUN, etc.

Parents who plan to take their son or daughter out of school are requested to have the student complete the **Planned Absence Form** (available online or from the office). The form should be completed and returned to the office at least two school days in advance of the absence.



Students receiving excused absences can, in most cases, make up missed homework, tests, etc. In the case of long-term illness, other arrangements may be possible, and will be made on a case-by-case basis. Please note that students should check Google Classroom for homework assignments and, if possible, try to complete them.

Involvement in school activities such as field trips does not excuse students from their academic responsibilities in other classes. Although teachers will be informed of the field trip, each student must make arrangements beforehand to make up missed work.

UNEXCUSED ABSENCES

Students are marked as unexcused from school for the following reasons:

- Family travel that goes beyond the four days that are granted during the school year (this includes leaving early or returning late from vacations)
- Absences for sickness, medical appointments, etc. that have not been reported to the school office
- Truancy or skipping school
- All other reasons that fall outside of the range of reasons for an excused absence

Teachers are not required to give extra assistance for instructional time lost due to absences which are designated as "unexcused." Work assigned (including tests, quizzes, and projects) prior to the absence is due the day the student returns. Tests, quizzes, and other work assigned during the absence must be made up within one* or two days**. Participatory activities that cannot be made up will result in a grade of "0".

**Students who miss one day due to an unexcused absence must complete any work due by the end of the school day of their return.*

***Students who miss more than one consecutive day due to an unexcused absence must complete any work by the end of the second school day after their return.*

EXCESSIVE ABSENCES FROM CLASS OR SCHOOL

Students missing ten (10) days or more, whether excused or unexcused, may lose credit for the course.

A student who has excessive absences from school or a class shall meet with the Head of School to discuss the matter and his or her parents will be informed. A student absent from school or a class for ten (10) days or more (excused or unexcused) during the trimester will receive credit for the class only upon review of the circumstances leading to the absences and his or her current level of achievement in his or her courses. After ten (10) absences from school or a class in a trimester, credit may be suspended pending further review. After review, the Head of School may exercise one or more of the following options:

- Specify conditions relative to make-up work
- Specify attendance probation (meaning that the student must fall below the 10-day limit for each of the following trimesters in order to get credit)

TARDIES

Arriving at school after 8:30 a.m. or to any class after the class begins is considered "tardy". Students who accumulate four (4) tardies in a given trimester for a particular period will be given one (1) unexcused absence for that class period. "Traffic" is not considered an excuse of tardiness.

Students who arrive more than twenty minutes late to a particular class are considered absent from that class.