

2017-2018 Attendance Policy

American Middle and High School

School attendance is vital for students to succeed. It is also a school and Ministry of Education requirement. Parents must ensure that their children attend school and cooperate with the following rules:

We expect that parents and students will adhere to the following guidelines:

- Schedule medical and other appointments outside of school hours
- Plan for family trips during school holidays
- Avoid enrolling your child in extra lessons that take place during school time

1. Parental notification. On the day of the absence, parents should notify the school by 8:15 a.m. if a student will be absent, or late. Any student who is absent must present written documentation (e.g. parent note, doctor note, embassy appointment) within two days of the student's return to school. Failure to submit appropriate documentation will result in an unexcused absence.

2. Excused absences and tardiness. Students may be excused for absences up to a maximum of fifteen(15) absences per academic year for students who are registered in regular courses and ten(10) absences for students registered in AP courses. These guidelines should not be interpreted to mean that students are allowed "cuts" or days off from school. To the contrary, these guidelines state that the school will accept no more than ten(10) absences (AP courses) or fifteen(15) absences (regular courses) in any class with the expectation that all absences are for legitimate reasons. For students who exceed the permissible days of absence the American Office will apply various sanctions including parental meetings, the student losing the ability to make up missed assessments on days of further absence, and potential loss of credit or partial credit.

The following reasons will generally be accepted for student absences:

1. Student illness (parent note on return, or doctor note if absence exceeds three days)
2. Medical/dental or embassy appointments that cannot be rescheduled (parent note prior to absence)
3. Bereavement/funerals (parent note on return)
4. Extraordinary circumstances or planned absences approved in advance (parent written note explaining reason prior to the absence and approval from school administration, please see below)
5. Two (2) college visits or interviews (for Seniors) per year (with prior approval of the administration)

Absences for reasons other than the above will not be excused.

The following reasons will be exempted from the attendance policy:

1. School-sponsored activities (testing, field trips, sports)
2. Disciplinary action

Once the reason for absence is made known to the administration, a determination will be made as to whether it is excused or unexcused. Only the school administration may excuse a student from school attendance. **A telephone call from a parent does not in itself excuse an absence.**

3. Excused tardiness. Students who, for unexcused reasons, are tardy to school 30 minutes or less are marked tardy. Students will receive the consequence of a Centralized detention on the fourth (4th) unexcused tardy to school. If a second Centralized detention is required for repeated tardy to school, parents will be required to meet with school administration and further sanctions will be applied.

4. Planned absences Parents may submit a request in writing to the student's appropriate Assistant Principal informing of a planned absence for an unavoidable reason not listed above, such as a family wedding, religious pilgrimage or other significant event. The Assistant Principal must receive this request at least two weeks before the planned absence and shall grant or deny these requests based on the reason for the absence, the length of the absence, the student's attendance record, or for other reasons. Approved absences will count toward the limit of ten/fifteen absences a student may accrue for the year. Parents should note that the school discourages absences for family vacations and reserves the right to designate such absences as unexcused.

5. Making up work. Students are expected to make up any work missed due to any excused absences or tardiness. Any assessments/tests missed during an absence will be submitted on the first day back to in school. It is the student's responsibility, within the first three (3) days of their return to school, to meet with the teacher to schedule a time to complete any missed assessments. Assessments due to excused absence must be made up within two weeks from the day of return, unless authorized by the Main Office. Please note, teachers may require students to sit for missed assessments after school or during Break time rather than during class. Parents will be notified if students are required to stay after school. Work assigned during unexcused absences will be graded as "zero", and teachers are under no obligation to extend deadlines, reschedule tests or other assessments, or re-teach material missed.

6. Interventions for excessive absences. After eight(8) absences (regular courses) or seven(7) absences (AP courses) the Assistant Principal shall send a letter home to the student's parents to schedule a meeting to inform them of the absences and discuss appropriate interventions.

7. Loss of course credits. The school reserves the right to impose academic penalties for absences. High school students with more than fifteen absences during an academic year may be required to repeat a full school year or lose academic credit for that year, except for a medical exemption or extraordinary circumstances. Once the student has exceeded the number of allowable absences, he/she has the right to appeal to the Principal.