

The American International School—Duhok

Attendance Policy

Policy Number: AS02

Effective Date: November 28, 2023

1. Purpose:

The purpose of this attendance policy is to establish clear guidelines and expectations for student attendance at the American International School—Duhok, herein after referred to as AIS or the School. Regular attendance is crucial for academic success, social-emotional development, and a positive school community. This policy aims to promote a culture of punctuality, responsibility, and engagement among students, parents, and staff.

2. Definitions:

Excused Absence: Absences supported by valid documentation or prior approval.

Unexcused Absence: Absences without valid documentation or prior approval.

Chronic Absenteeism: A pattern of unexcused absences or excessive excused absences.

Truancy: Intentional or repeated absences without valid reasons or parental consent.

3. Attendance Expectations:

- a. All enrolled students are expected to attend school regularly and be punctual.
- b. Students are responsible for attending all scheduled classes, activities, and events unless excused for valid reasons.

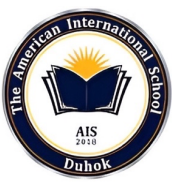
4. Tardiness:

- a. Students are expected to arrive at school and classes on time before 8:00 am.
- b. Excessive tardiness disrupts the learning environment and may result in missed instructional time.
- c. Tardiness of more than 15 minutes will be recorded as an absence for that class period.
- d. Every 4 period absences will equate to 1 full day unexcused absence.

5. Absences:

- a. Absences must be reported by parents or legal guardians to the school's parent affairs administrator.
- b. Valid reasons for absences include illness, family emergencies, religious observances, and pre-approved educational trips.
- c. It is the responsibility of parents/guardians to provide appropriate documentation (medical notes, etc.) for absences.

6. Excused Absences:



- a. Students with excused absences will have the opportunity to make up missed assignments and assessments in a reasonable timeframe.
- b. Students with excused absences exceeding forty-five (45) days may be subject to failure as part of the Ministry of Education standards.
- c. The School's parent affairs administrator will mark students excused or not excused students on the attendance sheet.

7. Unexcused Absences:

- a. Students with unexcused absences may be subject to consequences, such as loss of privileges, academic penalties, or interventions.
- b. Enrolled students who have not begun the school year for a period exceeding the initial thirty (30) days, the student will be deemed as "dropped out" and unable to start the school year at the School.

8. Chronic Absences:

The school will monitor and intervene in cases of chronic absenteeism to support students and families in improving attendance.

9. Truancy:

Truancy will be addressed through appropriate interventions, including parent conferences, counseling, and disciplinary actions.

10. Reporting and Communication:

- a. The school will maintain accurate attendance records for all students.
- b. Parents/guardians will be notified promptly of any unexcused absences or patterns of tardiness.
- c. Regular communication channels will be established to keep parents/guardians informed about attendance policies, expectations, and any interventions or support available.

11. Support and Interventions:

- a. The school will provide support and interventions, such as counseling, mentoring, and academic assistance, to students with attendance challenges.
- b. Collaboration with parents/guardians will be encouraged to address underlying issues affecting attendance and find appropriate solutions.

12. Review and Evaluation:

This attendance policy will be periodically reviewed and evaluated to ensure its effectiveness in promoting regular attendance, addressing challenges, and supporting student success. Feedback from students, parents, and staff will be considered in the policy's evaluation and improvement.



13. Authority

This policy shall be subject to periodic review and revision to ensure its effectiveness and relevance. The ultimate authority for policy approval within the school rests with the school's governing body. This policy shall take effect upon approval by the school's governing body.

14. Policy Adoption

Approved: November 28, 2023

Amended: