



## Attendance Policy

Although we try to be understanding of family vacations, illnesses, or other reasons students miss school, we also recognize that it is vital for students to attend school regularly in order for them to achieve the greatest academic experience and retain what they have learned. We ask our parents to make every effort to schedule doctors' appointments, vacations, and other outings around the academic calendar when possible.

Punctuality at American Heritage is essential.

- Students who come late to school must report to the office, and a "Late Check In" form must be completed.
  - Parents are expected to either escort a student in or provide a note explaining the late arrival.
  - The office should be called when a student is going to miss a day of school.
  - Arrangements for missed class work should be made with a teacher through email. Teachers should not be expected to gather homework for pick-up at the end of the same day.
  - Habitual late arrival may lead to an in-school suspension and grade reduction.
  - Students are expected to make up missed work upon return.
  - Students on scholarship are not allowed to miss more than ten days during a semester.
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