Attendance to School and Classes

Be on Time

In AISA secondary we believe that, in order to honor our mission of being a college preparatory school, we need to make sure that all students attend class and receive a well-structured class from their teachers.

For Teachers

• Teachers must be in their classroom on time

• Teachers must meet and greet students at the door outside the classroom

• Teachers must take attendance right at the beginning of each class

• Teachers must set an example to students and explain why it is important to be on time

• Teachers CANNOT allow more than one student at a time to leave the classroom

For Students

• Students must be in the classroom on time

• Students who arrive late to first period will receive lunch detention. Students who arrive late to second, third, fourth or fifth period will receive after school detention on the same day

• Parents will be notified of tardies via SMS or phone call

• Not showing up to after school detention three times will result in one week detention

For Parents

• Make sure that all students arrive on time at the beginning of the school day

• Avoid any doctor’s appointments or meetings during school hours

• Students must remain in school ALL day

• If you need to pull out your child from school, the Assistant Principal and secretaries must be notified at least 24 hours in advance

Be on time to first period

• Students MUST be in school no later than 7:45

• Gates close at 7:45. If a student shows up after 7:45, they must enter trough the rotunda and report immediately to the Secondary secretaries on the third floor

• Students must be in their classrooms no later than 7:50

• If the UAE National Anthem is already playing, it means the student is late to class and must get a note from the Secondary secretaries

• Students late to first period must go straight to the secretaries to get a note in order to enter their class

• First period teachers must mark students who are not in class as Absent Unexcused

• The secretaries will make any necessary changes on Synergetic

***Consequences for being late to first period***

3rd tardy = Lunch detention

4th tardy= Secretary-home Contact (new)

6th tardy= Lunch detention

7th tardy= Assistant Principal-home contact

9th tardy= Lunch Detention and Principal-home contact

10th tardy= Out-of-school suspension

Be on time to 2nd, 3rd, 4th and 5th period, (6th period for MS)

-Students MUST show up to class with a signed note from a teacher, counselor, Assistant Principal or Principal in order to get an excused absence

-Students who arrive late and show up to class without a signed note will be considered as unexcused tardy

-Teachers MUST meet and greet their students outside the classroom

-Any student who arrives after the teacher closes the door will be considered tardy and an SMS will go home

***Consequences for being late during 2nd, 3rd, 4th and 5th period, (6th period for MS)***

1st tardy or ditching = SMS to parents right after school

2nd tardy or ditching = SMS to parents right after school, Teacher-home contact

3rd tardy or ditching = Secretaries contact home and student gets after school detention from 2:50-3:20

4rd tardy or ditching = SMS to parents right after school

5th tardy or ditching = SMS to parents right after school, Teacher-home contact

6th tardy or ditching = Secretaries contact home and student gets after school detention from 2:50-3:20

7th tardy or ditching = Assistant Principal-home contact

8th tardy or ditching = Assistant Principal meeting with parents

9th tardy or ditching = After school detention from 2:50-3:20 and Principal-home contact

10th tardy= Out-of-school suspension