



SCHOOL BEHAVIOR AND DISCIPLINE POLICY (Old Airport Branch)

INTRODUCTION TO DISCIPLINE PROTOCOL

The disciplinary policies listed below are to be followed. Any breach of the policies will lead to serious disciplinary action. Students who are late to school or absent from school must provide written notification, signed by a parent, explaining the reason and the date of the tardiness/absence. The note should be submitted to the Discipline Coordinator In-Charge immediately upon arrival/return to school.

The Principal must be notified, in the form of a letter, well in advance of any anticipated absences for reasons other than illness or family emergency. School holidays are provided for in our school calendar, we therefore cannot guarantee that students will be able to make up all missed work for classes missed as a result of additional family vacations. The school will not be responsible for any missed work. There will be no make-up for quizzes under any circumstances. Students who have valid and approved medical report will be allowed to do make-up exams for the mid-term and semester tests.

EXCUSED ABSENCES

Students who have an excused absence from class will be allowed to make up missed work according to the following guidelines:

- If the student was present in class when an assignment, quiz or test was announced and was absent on the day that the assignment was due, or test/quiz given, the student must turn in the assignment or take the test within a week and must submit a medical certificate. A schedule will be sent to the student. Quizzes will not be re-conducted.
- If a student was absent in class when photocopied study material was distributed, the student is expected to collect it from the respective teacher on the day of his or her return to school. If the photocopy is damaged or lost by the student, he/ she will not be permitted for another copy. Students are expected to be responsible for their books and study material. Parents and students can access the website to download all needed worksheets, home worksheets, etc. Any missed worksheets can be found in the website. The school website: www.americanacademy.sch.ga
- Students anticipating an absence from school due to a medical condition or school-sponsored activities must make an appointment with their teachers in order to receive assignments and their due dates. **It is the parent's responsibility to advise the school office of the anticipated absence of a student, well in advance of the absence.** Failure to do so may result in the student not being allowed to make up work that he/she misses.



- Students returning after excused absences will be given time to complete missed assignments and tests. Make-up time is equivalent to the number of days absent. **It is the student's responsibility to contact teachers the day they return to school regarding missed assignments and tests to be taken.**
- Students who become ill during the school day must report to the school nurse. The nurse will determine if the student will be sent home or if the student is fit to remain at school.
A student will **ONLY** be sent home if a parent or a designated emergency contact will come and pick up the student in the school. It is important that the person designated as the emergency contact number can be easily reached and is clearly stated on the student's registration form.

UNEXCUSED ABSENCES

Students returning to school after an unexcused absence will not be eligible to make up missed work.

The school will arrange meeting with parents regarding the unexcused absence. If the student has consecutive unexcused absences, warning letter will be sent to the parent.

In accordance with Ministerial Resolution No. 23 of 2014 Students exceeding 15 unexcused absent days will NOT ATTEND the End of Term exams.

EXCESSIVE ABSENCES AND TARDINESS

Absences other than for (1) illness, (2) emergency, or (3) official school-related activity, **must be pre-approved by the Principal/ Academic Coordinator of the school in order to be excused.** An excused absence may be granted after a note, phone call or email is received from the parent/guardian and official form from the school to be filled. **Such notification must be made** within two weeks of the absence. Students with excused absences will be allowed to make up work. Time allotments will be at the discretion of the teacher. Teachers may impose a penalty for work turned in late. Students with unexcused absences may not be allowed to make-up work.



MORNING TARDINESS

All students must be present at school before 7:10 AM when the morning assembly starts. Students should take into consideration the traffic jam and distance from the house. The lack of attendance in the morning assembly is an indication of the lack of respect for the school's rules and regulations.

Number of Tardiness	Procedure
1	Verbal Warning
2	First warning letter
3	Second warning letter
4	Meeting with the guardian/parent
5	Student will not be allowed into the school

LEAVE POLICY

1. Students who want to take leave or absence will have to submit a written application from their parents/local guardian at least two weeks before they proceed for their leave. The students need to secure permission from their Homeroom teacher, Principal/ Academic Advisor.
2. Leave taken due to medical reasons, should be supported with a valid medical certificate.
3. Absence without permission should be avoided. It might result in expulsion. The decision is subject to the discretion of the school management.
4. Leave will not be granted during exams. Parents are requested to refer to the calendar for exam and holiday dates.
5. If a student will be absent without approval from the school for more than 15 days, the student will not be permitted to take the final examination. However, the student can do make-up exams for all the subjects on the given date, and the student file will be sent to the Ministry of Education and Higher Education for review.

STUDENTS REPORTING LATE TO SCHOOL

Students who arrive to school late must report to the Discipline Coordinator In-Charge to obtain a written permission before going to class. Students who arrive late due to a doctor's appointment should provide a Doctor's note to the Discipline Coordinator In-Charge in order for the tardiness to be excused.



ACADEMIC INTEGRITY

Academic integrity is essential for the success of the mission of our school and prepares the students to be responsible person. Some of the infractions are listed below:

SKIPPING AND LATE TO CLASS

A student who is present at school but fails to attend class is considered to have cut class. Students who do not go to class but sit in the other classes or school facilities will be considered to have cut class. This results in appropriate discipline action taken by the Discipline Coordinator. Students who are found outside the classroom without passes will be considered as skipping.

The student must be present within the classroom and is not allowed to leave until the beginning of the break. The student is prohibited from leaving the classroom between periods and when the teachers are changing classrooms. The student is not entitled to leave the class at the end of the period and before the next teacher enters.

Number of Tardiness	Procedure	
1	First Warning	Informing the Parent
2	Second Warning	Informing the Parent
3	Third Warning	Informing the Parent
4	Student will not be allowed to enter the class	Meeting with the Parent

TRUANCY

Truancy is defined as a student's absence from the school grounds unauthorized by a parent. Students who are truant may not be allowed to make up missed work and will receive consequences by the Discipline Coordinator.



CHEATING AND PLAGIARISM

Cheating during exams is considered a serious offence. Student caught cheating will get a zero (0) and a warning letter will be issued. The student's behavior will be monitored and if the student repeats the misconduct, it may result in expulsion. Taking credit for other person's work or claiming someone else's work as your own is plagiarism and is a serious offence.

GROOMING

- Students should attend school in full school uniform. If the proper full school uniform is not worn students will be opposed to:
 - **First Offense:** referred to the Discipline Coordinator for verbal warning
 - **Second Offense:** they will receive a warning letter
 - **Third Offense:** student will be suspended
- Make-up is not allowed.
- One pair of plain earrings/studs may be worn by girls but there should be no other "body piercing" or other distracting jewelry. No visible tattoos.
- Girls are expected to have their hair tied at all times. Hair dye is not permitted.
- Boys must always have their hair cut short. Boys are not allowed to wear jewelry, no visible tattoos. Hair dye is not permitted. Face should be shaved at all times. No Mohawks, spiky hair or eye brow design.
- Uniform should be unified.
- In case the uniform was ruined or accidentally damaged, etc. student will be asked to acquire a new one.

GUM

Chewing gum is NOT Permitted in the school premises.