**ALBERT EINSTEIN HIGH SCHOOL** 

11135 Newport Mill Road, Kensington, MD 20895

Telephone: 240-740-2700 Fax: 301-962-1016

Principal: Dr. Christine Handy

Assistant Principals: Mr. Nathaniel Collins, Dr. Cynthia Webb,

Mrs. Betty PierreSaint-Walla, and Ms. Shanay Snead

**Attendance Policy**

School attendance, and attendance to every scheduled class, is **mandatory**.

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| **Lawful Absences** | **Unlawful Absences** |
| Absences will not be considered excused unless a note explaining the absence is submitted to the attendance secretary within three (3) school days of the absence. | An absence for any reason other than those approved by the State Board of Education is considered an unlawful absence. |

**Definition of Lawful Absences:**

According to [Montgomery County Public Schools Regulation JEA-RA,](https://www.montgomeryschoolsmd.org/departments/policy/pdf/jeara.pdf) the following are considered lawful absences:

* A number of activities or work situations that the principal/designee should accept as lawful when approval for the absence has been requested **five school days in advance** in writing from the parent/guardian/eligible student are included below:
  + Visits to college campuses and participation in college orientation programs
  + Scheduled interview with prospective employers
  + Short-term full-time work assignments for students not enrolled in a cooperative education program
* Death in immediate family
* Illness of the student
* Pregnancy or parenting-related conditions
* Court summons
* Hazardous weather conditions
* Observance of a religious holiday
* State emergency
* Suspension
* Conditions or circumstances that prevent MCPS from providing transportation to students authorized to receive transportation services.
* Other emergency or set of circumstances which, in the judgement of the principal or designee, constitutes a good and sufficient cause for absence from school

Any absence for reasons other than those specified above may be considered either lawful or unlawful by the principal/designee. Discretion is permitted in designating absences as lawful for reasons other than those above. **Normally, requests for family travel are not lawful absences.**

**Unlawful Tardiness**

All students are expected to arrive to class on time. Students have five (5) minutes between classes. Three (3) unlawful tardies will equal one (1) unlawful absence from class. Students are held accountable for tardiness under the MCPS attendance policy and may earn an E3 (course failure due to attendance) for having repeated unlawful tardiness in any class.

**Documentation of Lawful Absence**

A completed [AEHS Absence Form](https://docs.google.com/document/d/1tHwf1DWihsy5AcIL7-7k547qr1-1E7phjzjhXOxyDso/edit?usp=sharing) with a written explanation of each absence, early dismissal, and/or late arrival is required from the parent/guardian within three days of the student’s return to school. The completed form and additional documentation may be submitted to the attendance secretary in person or via email. ***Note:*** *A completed AEHS Absence Form should be provided five days in advance for college visits, scheduled interviews, or work assignments, as referenced above.*

**Make-up Assignment Policy**

According to [Montgomery County Public Schools Regulation IKA-RA](https://www.montgomeryschoolsmd.org/departments/policy/pdf/ikara.pdf), “Teachers are responsible for the following: Allowing makeup work, regardless of the reason for the student’s absence. Teachers may assign an equivalent, but different task or assessment to students when they return from any absence. For unlawful absences, teachers may deny credit for missed assignments or assessments in accordance with the process approved by the principal and the leadership team.” Einstein’s leadership team approved the following regarding makeup work:

* **For lawful absences:** Students have the number of days they were absent to submit all makeup assignments/assessments.
* **For unlawful absences:** Students have two days after their return to submit their make-up formative assessments and summative assessments. Students will receive credit for the assignment with a deduction of 10%.
* **It is the student’s responsibility to obtain and complete all missed assignments.**

**Attendance Intervention Process**

According to [Montgomery County Public Schools Regulation JEA-RA](https://www.montgomeryschoolsmd.org/departments/policy/pdf/jeara.pdf):

* **When a student is at three unlawful absences**, a letter from Montgomery County Public Schools is sent directly to the parent/guardian at the student’s home address.
* **When a student is at five unlawful absences**, the student is at risk of receiving an “E3” (failure due to attendance) for the course. A letter from Montgomery County Public Schools is sent directly to the parent/guardian at the student’s home address. The teacher will, verbally or in writing, notify the student **and** parent/guardian.
* **When a student is at ten unlawful absences,** the teacher will notify the student, the counselor, and the administrator. At this point, an Attendance Intervention Plan will be developed.
* **If a student does not complete either an appeal of attendance recording or an attendance intervention plan and/or continues to be further unlawfully absent, the student will be considered to be in danger of receiving a failing grade in that course.**