



THE AMERICAN ACADEMY
OF DRAMATIC ARTS

Wellness, Health, and Attendance Policies

This document is to amend and update the Student Handbook, and Academy House Residence Guide for the 2020-2021 Academic Year. The following supersedes previous guidance. Students are responsible for their academic year's version of the following documents:

*For the most up to date Student Handbook visit: www.aada.edu/student-handbook and select "New York Campus."

*For the most up to date Residence Guide visit: www.aada.edu/housing-guides-ny and select the respective program.

Wellness and Health Policy

INTRODUCTION

The Academy is committed to maintaining the highest standards of curricular rigor, instructional expertise, and student-focused support. We are excited to introduce our community, safely and in a thoughtful way, back to campus.

There is a common responsibility shared by every member of The Academy's community – whether new or returning – making the best decisions to keep yourself, and each other, healthy and well. The challenge presented to us today is a hurdle we must all overcome, and we will call upon you as you enter The Academy's campus to remain vigilant, diligent, and committed in doing your part to keep our campus community safe. As previously communicated through The Academy's *Fall Planning Update* and *Reopening Our Campus* communications, modified approaches will take place in the campus, classroom, and residence. We expect all who engage in the on-campus community to adhere to all our community standards, rules, regulations, policies, procedures, etc., designed to foster a healthy living environment. It is you whom we call upon to be vigilant in your behaviors on and off campus to keep yourself, and the rest of our community, safe and healthy.

The Academy requires all individuals in the community to act on behalf of the larger Academy Communities safety and well-being. This is a time to think beyond the individual and think of us all. The bottom line is to be truthful, honest, and compliant in assessing your daily health, reporting how you feel, and keeping both yourself and The Academy Community safe. The information provided in this communication is based on the facts available today. Any changes will be communicated promptly.

REOPENING OUR CAMPUS

The Academy communicated after August 1, 2020 the steps to reopen our campus and be able to engage in on-campus activities, whether it be Hybrid Learning or On-Campus Living. There are three components necessary to reopen campus: quarantine, testing, and daily screening.

Quarantine Prior to Arrival

Students who are arriving to New York from:

- International locations (including U.S. Territories)
- Restricted States (as indicated above)
- Those with planned travel through restricted states

Includes driving through or making a flight connection in a restricted state, for any amount of time.

must quarantine, on their own, off-campus, and in New York State, or wherever you will be remaining during your enrollment at The Academy for at least 14-days before the start of in-person activity (i.e. before moving in to the residence or engaging in classroom exercises). The Academy is unable to provide quarantine housing. If students from restricted areas are unable to self-quarantine off-campus for 14-days in New York, they should begin the semester online. The Academy will remain flexible to introduce these students, at varying times, into our on-campus environment once the travel restrictions are lifted or other criteria are satisfied (if applicable).

Students who are arriving to New York from Unrestricted States:

Students whose point of origin is not listed on New York's "Travel Advisory," must quarantine in their location for 14-days prior to coming directly to New York. Students will need to provide documentation of direct travel from the unrestricted state to New York State. We encourage all students and their family/sponsors to monitor the Travel Advisory for the most up-to-date status of their state. If the state is on the "Travel Advisory" at the time of arrival to campus, the student will be required to quarantine and retest, as outlined above, particular to those from areas listed on the "Travel Advisory" or from international locations.

Travel Advisory Information

<https://coronavirus.health.ny.gov/covid-19-travel-advisory>

Testing Requirements

Students from **restricted areas** must plan for independent testing after entering New York State for quarantine and must receive a negative SARS-CoV-2 antigen or molecular (not antibody) test result, submitted no less than 24-hours before arriving onto campus.

Students who are arriving from **unrestricted states** must plan for independent testing during their quarantine at home, but before their arrival in New York; and must have a negative SARS-CoV-2 antigen or molecular (not antibody) test result, submitted at least 24-hours before arriving onto campus.

The most effective test sample should occur approximately five (5) days after quarantine begins.

As New York City has seen a surge in testing requests and delayed tests, we urge all individuals to plan by researching a New York testing location and schedule the testing. Free testing is available from participating locations. The Academy is unable to provide, conduct, or administer testing directly. Testing locations are published on New York City's website (<https://www1.nyc.gov/site/coronavirus/get-tested/covid-19-testing.page>); however, pharmacy locations (i.e. CVS, Walgreens, etc.) may be able to provide testing as well.

Daily Personal Health Certification:

As a measure to protect our community, those engaging in on-campus activities and/or living in the residence will not be able to enter campus without taking the daily survey (Daily Personal Health Certification), receiving a cleared status, and having their temperature taken upon arrival to campus. Any community member who does not feel well is required to remain home, should not enter campus, and may need to seek medical care.

The Academy has elected to utilize #CampusClear as a means for each community member to accurately report their Daily Personal Health Certification. Please download the #CampusClear App to your mobile device. This app does not track your GPS and encrypts your data through a secured server for access by Academy Administration only. You may have received an invite from Ivy.ai, #CampusClear's representative. If not, please follow the steps below.

Step #1: Download the #CampusClear app onto your smart mobile device. This app does not track your GPS and encrypts your data through a secured server for access by Academy Administration only.

- For Apple Users: <https://apps.apple.com/app/campusclear/id1516163872>
- For Android Users: <https://play.google.com/store/apps/details?id=com.campusclear>
- For Other Operating Systems: <https://web.ivy.ai/app/campusclear>

Step #2: Register Using Your Academy Email Address Only.

Step #3: Make Sure You Are Selecting "American Academy of Dramatic Arts"

Step #4: Allow All Notifications. The Notifications are daily reminders to access and take the "Daily Personal Health Certification." All Academy Community Members are required to take the screening daily (including weekends) to help The Academy understand symptoms or exposures.

Step #5: At approximately 7:30AM Eastern Standard Time, the #CampusClear Application will remind you to take the Daily Personal Health Certification. It is imperative for the health, safety, and wellness of our entire campus that each individual community member accurately assess their daily health. We encourage you to take your temperature, daily, as a part of this honest assessment.

The #CampusClear Application will ask you to select one or more of the following statements: no symptoms or statements apply, currently quarantining, fever with temperature over 99.99 degrees Fahrenheit, headache, persistent cough, sore throat, congestion and/or runny nose (excluding allergies), shortness of breath and/or difficulty breathing, muscle and/or body ache, body chills, loss of

taste and/or smell, fatigue (unexplained tiredness), nausea or vomiting, persistent diarrhea, skin rash, confusion or loss of consciousness, unexplained bruising or bleeding, pressure in chest, being around someone who has been international in the past 14-day period, being around someone who has tested positive for COVID-19, personally having been international in the past 14-days, personally testing positive for COVID-19.

Once you receive your status, it will remain on your application for the day if you happen to depart campus and return. Each status message is stamped with the date. Screenshots, another community member's survey result; or any other means to bypass our protocol will result in immediately denial to campus or residence access and will be addressed as a conduct violation.

- Only report to campus if you receive a "CLEARED" message.
 - Once you arrive for your class time, you will be required to display your smart device with this message and the date stamp.
 - An Academy Employee or Representative will ask you to step in front of the No-Contact Thermometer to take the temperature of each community member's forehead. Only those with temperature results of 99.99 or below will be allowed access. Any results above 99.99 will be turned away for the day and reported to the Academy Administration.
- If you receive a "NOT CLEARED" message, please stay home and contact us.
 - Please email NYReception@aada.edu and copy your instructors for the day.
 - Please refer to the "Required Steps" Section of this document for further guidance.

Weekends, Extended Weekends, and Holiday Breaks

Community Members who plan to depart New York City after quarantine and arrival, for any amount of time, will be required to quarantine and test, off-campus, again, prior to re-engaging in on campus activities.

All Community Members should consider their plans for days off, weekends, extended weekends, and holiday breaks (Indigenous People's Day, Thanksgiving Break; and any pre-Winter Holiday).

If a Community Members departs New York City for the Winter Break, they must consider their quarantine and testing plans to return to their on-campus activity. Students who do not satisfy the quarantine and testing requirements should be prepared to begin courses online post return.

WHILE AT THE ACADEMY

Campus Access

All community members will only be permitted at 120 Madison Avenue if they have a scheduled class or an approved appointment. Students should not arrive more than thirty (30) minutes ahead of their scheduled class time. At the time of arrival, students should arrive with an approved facial covering (which must remain on at all times while on campus), plan to show their #CampusClear Daily Personal Health Certification results, have their temperature taken, and report to their assigned classroom no more than ten (10) minutes ahead of the class. Students may not crowd or socialize in hallways.

Rehearsals

All rehearsals outside of scheduled class time should be conducted over Zoom, even if the two students live in the same apartment. The only exception is if the two students are direct roommates.

Facial Coverings

Approved/acceptable face covering will be required on-campus, in accordance with state and local public health laws, regulations, and policies. An acceptable face covering includes but not limited to cloth-based face coverings (e.g. homemade sewn, quick cut, bandana), and surgical masks which cover both the mouth and nose. A Face Shield is only acceptable if a mask is worn underneath. Facial coverings must always be worn, including in restrooms. Facial coverings must be worn properly at all times (i.e. mouth and nose must be covered).

In-Person Gatherings:

Following local regulations and guidance, along with best practices, **The Academy is restricting all on or off-campus student gatherings.** Examples of on or off-campus gatherings include but are not limited to class section gatherings, class rehearsals, indoor activities of any kind where the individuals extend beyond direct roommates. Outdoor activities must follow all social distancing and facial covering regulations as defined by The Academy. Any members of The Academy Community (host or attendees) who attend an unapproved gathering will be subject to disciplinary measures up to and including dismissal as outlined in this policy.

Class space, or any other spaces managed or owned by The Academy, are not accessible to individuals or groups outside of scheduled class time.

Locker Access

Students will not have access to the lockers located on the Third or Forth Floor of 120 Madison Avenue. No personal items (props, yoga mats, bags, etc.) should be left behind after a class. Any items will be discarded immediately at the owner's expense. Students who have extreme hardships may petition for a student locker with Student Services by emailing StudentServices@ada.edu with their petition. Documentation may be required.

Personal Protective Equipment (PPE)

Each Academy Community Member (except visitors and vendors) will be issued one Academy-branded facial covering, which complies with local regulations and Academy Policy. Community Members should always maintain other facial coverings on their person in the instance there is issue with the one they arrive with. If an Academy Employee arrives without proper PPE, The Academy will supply. Students may be turned away without proper PPE.

Props For Classwork

Students must bring their own personal and approved props to class. Each student must receive approval of the prop from their instructor and maintain the prop in strict and sterile conditions. Students should disinfect their prop prior to packing it, bringing the prop in a sealed container or bag, wiping the prop before and after classroom use, and after returning the prop to their home. No student may utilize another's prop.

Public Access Ways

Community Members shall not block or leave anything in or on floors, lockers, sidewalks, entrance, elevators, stairways, or halls. Public access ways shall be used only for entering and leaving the building. No property (including bicycles, garbage, and/or furniture) shall be stored in any public area of the building.

Responsibility to Report

All Academy Community Members are required to report any condition which may be unsafe or may pose a threat or perceived threat to the health, safety, security, or well-being of any other community members; including reckless behavior which may constitute a breach of health and safety to an individual or the community or violations to any Academy Policy. Refusing or not reporting will be a violation itself.

Restroom Usage

There are assigned restrooms for each level of community member at The Academy, to assist with providing levels of sanitation on campus. The Academy is limiting one person per stall while others should remain outside of the restroom, socially distant, until an occupant departs.

- **Lower Level Restrooms** may be used by Academy Faculty, Staff, and Students.
- **Lobby Level Restrooms** may be used by Academy Faculty and Staff Only; unless there are water issues in the Academy House Residence, to which those residents will be notified of their options by Academy Administration.
- Restrooms Located on the **Second Floor** in the MG Theater are strictly off-limits to all community members.
- **Third Floor Restrooms** are dedicated to Faculty and Staff only. Students are not permitted.
- **Fourth Floor** Restrooms are dedicated to Academy Students only.
- **Fifth Floor** Restrooms, accessible from the main Student Lounge, are available for Academy Students. Faculty should utilize the restroom in the Faculty Lounge/Locker Area.
- Staff on the **Fifth Floor Mezzanine Level** should utilize the bathroom located on that floor.
- Academy Faculty and Staff are permitted to utilize the **Sixth Floor Restrooms**. Academy Students should seek other restrooms.

Social Distancing

Whether on or off-campus, all Academy Community Members are required to maintain social distance. While on-campus, markers have been placed in the entrance queue and on Madison Avenue, to properly maintain space. In other areas of campus, all Community Members must be thoughtful and ensure at least six (6) feet of space is between themselves and other persons. Classrooms have been marked out for proper social distancing. To this extent, The Academy prohibits any physical touching, in or outside of the classroom, campus, or residence.

Stairwell and Elevator Usage

The main staircase, Stairwell A, is for going up the stairs only and Stairwell B, the fire stairwell, is for going down the stairs only. The only exceptions are for fire drills and emergencies when both stairwells are to be used for exiting the building. If you need to access the Lower Level you can use Stairwell B. You can also use Stairwell A from the main lobby only.

Elevators will be off-limits to any Academy Student who does not have medical documentation. Academy Faculty and Staff may utilize the elevators, but capacity will be limited to two persons, who must wear facial coverings. Community Members who need to utilize the elevator should plan for elevator delays at peak times.

Visitors (Guests and Alumni)

At this time, The Academy is unable to accept any uninvited or unscheduled visitors or alumni. Anyone who arrives at the Academy House, who is not a resident; or at the Academy Campus who is not scheduled for class or a Faculty/Staff Member will be required to depart. If any community member who is not scheduled to report for classes or work needs access to campus, they must contact NYReception@aada.edu with their request and wait for a written response.

Water Stations

Community Members should plan on bringing their own supply of water each day. All Water Fountains, except for the Water Bottle Station located on the Lower Level are closed and shut off.

EXPERIENCING SYMPTOMS OR SUSPECTED/CONFIRMED ILLNESS

Symptom Levels and Proper Protocol

Community Members who do not have any symptoms, only have a headache, or only are experiencing any muscle aches will be permitted and cleared to enter and remain on campus. If a headache or muscle ache is paired with any other symptoms; or if a community member experiences any symptoms listed in the Daily Personal Health Certification, or other, they should remain home and follow these next steps. The Academy recommends everyone assess their own health and take any further means necessary than indicated below.

- **Acceptable Symptoms** include none, only a headache, congestion and/or runny nose due to seasonal allergies (which must be noted through submitted Medical Records), or only muscle and/or body aches. These acceptable symptoms may not be paired with any other statement or symptom; otherwise they should be considered mild.
 - These symptoms are acceptable to engage in on-campus activities.
- **Mild Symptoms** include, but may not be limited to light cough, light sore throat, light congestion and/or runny nose (excluding allergies), light diarrhea, or headache and/or muscle and/or body aches paired with any other symptom.
 - These symptoms are not acceptable to engage in on-campus activities but do not require professional medical clearance before re-engaging back on-campus.
 - Community Members should engage in the online platform.

- Academy House Residents should remain in their bedroom.
 - Students who are not cleared to report to campus but do not attend online, will be considered absent.
 - If mild symptoms improve over 24-hours, wait one business day before re-engaging back in on-campus activities.
- **Escalating Symptoms** include but may not be limited to any mild symptom which does not resolve itself within 24-hours, any mild symptom paired with another symptoms, any mild symptom paired with a fever over 99.99 degrees Fahrenheit, persistent cough, sore throat, congestion and/or runny nose (excluding allergies), nausea or vomiting, persistent diarrhea, skin rash, body chills, and unexplained bruising or bleeding.
 - These symptoms are not acceptable to engage in on-campus activities and require professional medical clearance before re-engaging back on-campus. The Community Member should receive a COVID-19 antigen or molecular test and a note from a medical professional or medical facility clearing the community member of any contagious illness.
 - Community Members should engage in the online platform. If the Community Member is unable to engage online, due to extreme illness or a medical appointment, they should email NYReception@aada.edu and copy their instructors (if a student).
 - Academy House Residents should remain in their bedroom. Refer to “Containment and Isolation Protocol” Section of this Policy for further guidance.
 - Students who are not cleared to report to campus but do not attend online, will be considered absent. Absent hours may be excused due to medical needs.
 - A Community Member may re-engage in on-campus activities only if their COVID-19 test results are negative, a medical professional determined the community member is not contagious, and the community member has not had a fever of 99.99 degrees Fahrenheit for at least three (3) days or 72-hours.
 - Any Community Member who is suspected to or confirmed to have COVID-19 must follow the “Containment and Isolation Protocol” Section of this Policy for further guidance.
 - All proof to meet the standards above must be forwarded to NYReception@aada.edu. Community Members should not report to campus unless they receive written communication back from the Academy Administration permitting them to.
 - **Severe Symptoms** include but may not be limited to the persistence or escalation of previous symptoms mentioned, a fever over 100.40 degrees Fahrenheit, shortness of breath and/or difficulty breathing, pressure in chest, loss of taste and/or smell, fatigue (unexplained tiredness), confusion or loss of consciousness, being around someone who has been international in the past 14-day period, being around someone who has tested positive for COVID-19, personally having been international in the past 14-days, personally testing positive for COVID-19. These symptoms are not acceptable to engage in on-campus activities and require escalated professional medical clearance (i.e. a visit to a dedicated Emergency Room) before re-engaging back on-campus. The Community Member should receive a COVID-19 antigen or molecular test and a note from a medical professional or dedicated professional medical facility clearing the community member of any contagious illness.

- Community Members should engage in the online platform if possible. If the Community Member is unable to engage online, due to extreme illness or a medical appointment, they should email NYReception@aada.edu and copy their instructors (if a student).
- Academy House Residents will be moved to quarantine or isolation housing. Refer to “Containment and Isolation Protocol” Section of this Policy for further guidance.
- Students who are not cleared to report to campus but do not attend online, will be considered absent. Absent hours may be excused due to medical needs.
- A Community Member may re-engage in on-campus activities only if their COVID-19 test results are negative, a medical professional determined the community member is not contagious, and the community member has not had a fever of 99.99 degrees Fahrenheit for at least three (3) days or 72-hours.
- Any Community Member who is suspected to or confirmed to have COVID-19 must follow the “Containment and Isolation Protocol” Section of this Policy for further guidance.
- All proof to meet the standards above must be forwarded to NYReception@aada.edu. Community Members should not report to campus unless they receive written communication back from the Academy Administration permitting them to.

Any Academy Community Member who is unsure whether they should seek medical attention, should immediately seek medical attention and report their condition to The Academy.

Contact Tracing

Contact Tracing will be an essential component to lessen any risk of exposures to illness and outbreaks. At the time a community member is required/requested/remains home after displaying symptoms of illness; The Academy will communicate with the other community members the potential contact with including classmates, instructors, staff, and housemates. Specific information may remain private. If an individual is required to quarantine or isolate due to possible containment, that individual may not engage until after at least 72-hours afterwards.

The Operations division will be responsible in notifying the state and local health departments should any Academy Community member test positive for COVID-19. In the case of an individual testing positive, the Operations Department will communicate with the local health department to trace all contacts of the individual, in accordance with the protocols, training, and tools provided through the New York State Contact Tracing Program.

Confidentiality will be maintained as required by federal and state law and regulations. The Academy will cooperate with state and local health department contact tracing, isolation, and quarantine efforts.

Containment and Isolation Protocol

If any student shows symptoms of illness they are required to quarantine immediately, and the student’s learning modality will be switched to online-only for the interim. If the ill student is an off-campus student, they will be required to quarantine in their home location, off-campus. If the ill

student lives on-campus, The Academy may move the resident to another floor for quarantine after the resident seeks immediate professional medical care.

While this occurs, the Operations Department will disinfect the bedroom, bathrooms, and common areas where the resident resides; and any classrooms the student has been in for the previous two days prior to showing symptoms of illness. All students, faculty, and staff who had been in contact with that student will be notified they may have been in contact with an ill student and should self-quarantine immediately, preparing to engage in the online-only modality for at least the next 14-days.

If the ill student returns a COVID-19 test with positive results, that resident would be relocated off-campus to isolation housing. The Academy would immediately suspend in-person classes for the section until all contacts are tested with negative results. Further restrictions will be implemented on housing students to prevent further spread. Further cases of positive COVID-19 test results will be isolated. Once all positive cases are resolved, The Academy will make any determinations in next steps.

PAUSING ON-CAMPUS ACTIVITIES

The Academy has determined if two (2) or more individuals experience escalating or severe symptoms, are in the same class section or apartment, the class section will switch to the online modality for at least 14-days and the if residing on campus, the students will be required to quarantine for at least 14-days.

The entire campus' learning modality will be switched to online-only for a minimum of 14 days if a critical number of Community Members are suspected or test positive for COVID-19. Within this 14-day timeframe, deep cleaning and disinfection will occur in both the campus and residence buildings.

If a student elects or is required to switch to the online-only platform and/or if the Academy closes the 120 Madison Avenue Campus for in-person activities but offers online instruction, there will be no adjustment to tuition due. In addition, any student who elects to leave housing will not be eligible for a refund or reduction of housing fees paid or due. If local officials require the residence to close, The Academy will review options and communicate accordingly.

CONDUCT VIOLATIONS AND IMMEDIATE SANCTIONS

The Academy, as reiterated, strives to provide the best work and learning environment possible; but this requires the community's dedication to the health and safety of all. Conduct Violations and subsequent sanctions may not follow the Due Process/Grievance Guidelines as outlined in the handbook (whether Student or Employee).

Violations of this policy will result in:

- Immediate review of the student's enrollment status. Sanctions will include sanctions up to and including suspension for the term or academic year, or immediate dismissal from The Academy.
- *If Applicable*: immediate termination of the Housing Agreement with no refund. The student would be required to vacate immediately and at the student's own expense.

REFERRAL ORGANIZATIONS AND MEDICAL ACCESS

The Academy will attempt to assist all members with local options for medical access, including but not limited to referrals for medical or mental health care. Each person should research with their individual insurance companies regarding which locations and services are included in their insurance and what fees may be associated. The Academy is not responsible for any fees incurred for medical care. Please contact NYReception@aada.edu for the referrals list.

Academy's Attendance Policy

INTRODUCTION

Self-discipline is an essential characteristic of the performer and, as such, provides the foundation for The Academy's attendance policy. Students are encouraged to uphold high standards of personal health and behavior to ensure they maintain satisfactory and productive attendance.

Attendance in class is crucial for successful completion of the curriculum, and students are therefore expected to schedule personal appointments for times other than those designated for classroom instruction. In conservatory training, a student's presence in class is necessary, if the student is healthy and well. The focus is on learning the process, observing and supporting others in their work, and being part of an ensemble. The student cannot fully participate or grow into their potential if they are not present; either in person or virtually (if applicable). A student's total absence greatly affects classmates' growth and progress.

Punctuality is expected and reflects a professional attitude and respect for others. A student who anticipates being absent, late, or departs class early is required to email the Sixth Floor Administrative Team at NYReception@aada.edu and copy their instructor/director. Students may not leave a class while it is in session without permission from their instructor.

When an absence is due to a medical condition or other compelling situation, documentation, when practical, must be provided to the Sixth Floor Administrative Team regarding the absence (which may be forwarded to NYReception@aada.edu). Such documentation is placed in the student's file and will be consulted in cases wherein warning, probation or dismissal status has been reached because of excessive absence. A student who knows in advance of a forthcoming absence should notify the Sixth Floor Administrative Team and their individual instructors as a matter of professional courtesy. Such an absence will still be on record as an absence.

OBLIGATION TO REMAIN HOME

Students may not attend any in-person class or activity and may not enter the campus if they are not feeling well or are experiencing symptoms consistent with COVID-19. Students who enter the building or attempt to enter the building and are sent home due to illness will be marked absent for the day. The hours will be counted, and the student will be subject to further discipline. It is considered a serious offense to attempt to attend class in person or to enter the campus if you are unwell and/or are experiencing symptoms consistent with COVID-19. On-campus residents must report their condition to Housing and Residence Life immediately.

In cases of illness, students scheduled to attend class on-campus should stay home and attend virtually. Students who are not well enough to attend virtually should follow the standard procedure for reporting absence.

TARDINESS

Punctuality is mandatory. Students are expected to be in the classroom and ready to work when their class is scheduled to begin. This readiness includes attending to personal business, technological preparedness, finalizing homework, or performing additional physical, vocal, or emotional warm-ups before the beginning of class. Students are to arrive to campus thirty minutes before their first class is scheduled to successfully process through the lobby. Any student running late for a class must contact the Sixth Floor Administration Team by email.

Any unexcused lateness up to fifteen (15) minutes past the hour will be factored as one (1) hour in a student's total hours of absence/lateness. Any unexcused lateness beyond the first fifteen (15) minutes of class will be factored as two (2) hours in a student's total hours of absence/lateness and will be dealt with under The Academy's Attendance Policy.

If a student is late for any reason, whether before or between classes, they are considered tardy and must report their tardiness to the Sixth Floor Administrative Team by email. For all classes, the student will be counted as absent unless they show up: a student may engage online if scheduled to be in-person.

ABSENCES

Students are required to attend class each day. Four (4) to eight (8) hours of absent time constitutes one day's absence. Any student who is absent for three (3) consecutive days without notifying The Academy will be reviewed for dismissal.

Students who display escalating or severe symptoms, as defined by the Wellness Policy, should seek professional medical attention immediately (see Wellness Policy for further information). In such situations, students should contact scene partners, The Academy, and their instructors. The absence policy allows for missed class hours to account for such instances.

If a student arrives at school ill, any Academy Administrator and instructor has the right to send the student home, immediately, and will alert the Sixth Floor Administrative Team.

WARNING NOTICE

After fourteen (14) hours of absence (including hours accrued through tardiness), a written notice of warning will be delivered to the student by e-mail. The warning letter will require the student to make an appointment to meet virtually with their Academic Coordinator to discuss this warning status. Any student receiving financial aid must also make a virtual appointment to meet with Financial Aid.

It is the student's sole responsibility to make and attend these appointments. The Academy is not responsible for the student's failure to follow through with these obligations.

PROBATION

A student's status is in jeopardy when they reach twenty-six (26) hours of absence (including hours accrued through tardiness) during one semester. In the event a student is placed on Probation, an email will be sent to the student's official Academy Email address, notifying the student they are on probation.

Students deemed to be on probation must immediately schedule a virtual appointment for a probation meeting with the Academic Coordinator. Financial Aid students must also make a virtual appointment to meet with Financial Aid. Residents must make a virtual appointment with Housing and Residence Life.

It is the student's sole responsibility to make and attend these appointments.

If a student on probation does not reach twenty-six (26) hours by the end of the semester, probation will be held in abeyance. However, if a student continues to accumulate absences during the next semester and the total hours from semester one and semester two reach thirty-two (32) hours, probation will be reinstated. Excessive tardiness/absences will affect students' casting and consideration of further training.

DISMISSAL

Students exceeding twenty-six (26) hours of absence within a single semester will be reviewed for dismissal from The Academy. Taken into account in this decision is any documentation on file regarding absences, any extenuating circumstances made known to the Academic Coordinator, and the student's responsibility in having made and kept appointments with Academic Affairs, Financial Aid, Student Services, regarding prior Warning and Probation status letters. Students exceeding thirty-two (32) hours within the academic year will be subject to dismissal. Any student dismissed from The Academy due to attendance will be informed in writing and has the right to appeal this decision as outlined in the Student Due Process Policy.

Second Year students who have a previous record of excessive hours of absence in First Year are subject to automatic dismissal if twenty-six (26) hours of absence (including tardiness) are reached at any time during the academic year (first and second semesters combined). Even if dismissed, a student is still responsible for their financial obligation to The Academy according to the Academy policy. Each student should read the Enrollment Agreement carefully, so they are fully aware of their financial responsibility. Those students in housing who are dismissed must vacate the residence within forty-eight (48) hours or at the discretion of Housing and Residence Life but are financially obligated to The Academy as outlined in the Student Housing Agreement.

EXCEPTIONAL CASES

The Academy recognizes legitimate, documented illness, which presents high-risk contagion to the community, a hospitalization, or severe illness which requires a physician's care may create exceptional circumstances. Such situations will be reviewed on a case-by-case basis. On the day a student returns to class – whether in-person or virtual, they must submit documentation from the treating doctor or clinic with the appropriate dates of medical care to the Sixth Floor Administrative Team at NYReception@aada.edu. This documentation is required before a review. The documentation will be kept in the student's file and taken into consideration if a student reaches warning or probation status.

Even in cases in which documentation for illness or other circumstance may explain extended absence, it may be the judgment of The Academy, because of the amount and quality of work missed, the student must take a medical or personal Leave of Absence and return the following academic year.