

ATTENDANCE

At Greenbrier Christian Academy, we believe punctuality reflects personal responsibility, respect for others, and readiness to learn. Developing consistent habits of arriving on time helps create a focused learning environment and prepares students for life beyond the classroom.

General Expectations

- Collegiate Academy students are expected to be in class and seated by the end of the bell signaling the start of each class.
- All tardies, whether to school or to individual class periods, are recorded in FACTS/RenWeb and visible to parents.
- Tardies disrupt instructional time and, when excessive, may result in further disciplinary action, including possible dismissal in chronic cases.

Tardiness to School (First Block)

- Students must arrive by the start of first block.
- Beginning with the 4th tardy to school, the tardy will be recorded as an unexcused absence and will count toward the 30-day attendance limit. (See "Attendance Policy" for additional details.)

Tardiness to Class (After First Block)

The following progressive consequences apply to students who are tardy to any class after the first block:

1. 1st Tardy – Verbal warning.
2. 2nd Tardy – Parent/guardian contacted by the school.
3. 3rd Tardy – For upperclassmen, driving privileges and/or extracurricular participation opportunities are suspended for one week.
4. 4th Tardy – Detention is assigned, and a \$25 fee is assessed.

We encourage students and families to partner with us in fostering habits that support academic success and spiritual growth. If a student is having trouble arriving on time, the Student Services or divisional office is available to help problem-solve and provide support.

Late Arrivals & Early Dismissals

We understand that occasional scheduling conflicts may require students to arrive late or leave early. Our goal is to support families while also maintaining consistency and responsibility in the academic environment.

Late Arrivals

- Students arriving after the start of the school day must **check in at the divisional office** upon arrival.

Late arrivals are marked **excused or unexcused**, based on the reason provided. **Excused** tardies include personal illness or significant emergencies.

Unexcused tardies may include non-emergency situations.

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Traffic delays will be evaluated based on local traffic reports or law enforcement advisories.

Students arriving late are expected to **stay up to date with any assignments, tests, or quizzes** scheduled for that day.

Early Dismissals

- Students needing to leave before the end of the school day must submit **written communication from a parent or guardian** to the attendance office at attendance@gcagators.org.
- Students will be called from class at the designated time using the school's intercom system.

- If a student is present for any part of the day, they are responsible for **communicating with their teachers to complete all work or assessments due that day**, including those in missed classes.

Proactive communication with teachers and staff is essential to helping students stay on track and thrive, even when scheduling adjustments arise.

Extracurricular Activities and Attendance

- **To participate in any extracurricular activity**, students must arrive at school **no later than 9:00 a.m.** and remain in **all scheduled classes** for the day until their dismissal for the activity.
- If a student returns to school **after 9:00 a.m.** with a **doctor's note**, they may still participate in that day's extracurricular events.

This policy helps ensure that students stay committed to both their academics and activities, while allowing flexibility for important appointments.

Absentee Policies At Greenbrier Christian Academy, consistent school attendance is essential for academic success and personal growth. Excessive absences—whether excused or unexcused—can significantly impact a student's progress.

- Students in grades K-8, who miss more than 30 regular school days may not be eligible for promotion to the next grade level.
- Collegiate Academy students who miss more than 30 class periods may forfeit credit for those courses and risk not advancing to the next grade.
- Advanced Placement (AP) students who are absent for more than 15 class sessions in a given AP course will not receive weighted AP credit.
- All absences are closely monitored by the attendance officer (Collegiate Academy) or divisional office (Lower Academies) and will be followed up as needed.
- Any absence extending beyond three consecutive days requires a doctor's note upon the student's return.
- When students are leaving school to attend an appointment and then return to school, a doctor's note is required upon return to excuse the absence.

- Parents are expected to notify the school of all absences by emailing the attendance officer at attendance@gcagators.org.

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Categories of Absences

Excused Absences The following absences are considered excused when supported by appropriate documentation and communication:

- Personal illness
- Doctor or dentist appointments
- Court appearances
- Death in the family
- Emergency situations

Students with excused absences will be allowed to make up missed work in accordance with the **Make-Up Work Policy**. A parent or guardian must submit a note explaining the reason for the absence on the day the student returns. If the school does not receive a written explanation within five school days, the absence will be recorded as unexcused.

Unexcused Absences An absence is unexcused when a student is absent without a valid reason, or for reasons not approved by the school—even if the parent is aware.

- Work missed due to unexcused absences may be completed, according to the normal makeup work policy.
- A student who is present on campus but does not attend a scheduled class will be considered truant. Truancy may result in in-school suspension, and repeated incidents may lead to dismissal from the Academy.

Make-up Work Policy

If a student is absent, they are given a make-up window equal to the number of days missed **plus one additional school day** to complete any missed quizzes, tests, or projects.

Please note that “school days” are counted as total calendar school days, not based on whether the class meets on an A or B Day.

If the assignment is **not submitted within this allotted make-up period**, the following late penalties will apply:

- 10 points deducted if submitted one school day past the end of the make-up window
- 20 points deducted if submitted two school days past the end of the make-up window
- No credit will be awarded if submitted three or more school days past the make-up deadline

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CONCLUSION

At Greenbrier Christian Academy, our commitment to Christ-centered excellence in education is reflected not only in our academic and spiritual programs, but also in the standards we uphold for our students, families, and faculty. This handbook is designed to serve as a resource to guide families and students in fostering a safe, respectful, and thriving learning environment. We ask each member of our school community to review these policies with care, uphold them with integrity, and approach one another with grace and truth. It is our prayer that, together, we will continue to grow in wisdom, stature, and favor with God and man. Thank you for partnering with Greenbrier Christian Academy.