

## **GREENBRIER CHRISTIAN ACADEMY ATTENDANCE POLICIES**

### **TARDINESS**

- Foundations and Bridge Students (K5-5<sup>th</sup> grade) are considered tardy after 8:05 a.m.
- Junior Collegiate (JRC) and Collegiate Students (6<sup>th</sup>-12<sup>th</sup> grade students) must be in class and seated by the time the bell rings to begin class.
- JRC and Collegiate students who accumulate three unexcused tardy marks in class during a grading period will result in a warning and/or disciplinary action. Four unexcused tardies will result in a detention.
- The accumulation of excused and unexcused tardies will be noted in the student record and is available for review by the parents via RenWeb.
- Due to the disruption of instructional time caused by tardiness, any student who is chronically tardy may be subject to dismissal from the Academy.

### **LATE ARRIVALS/EARLY DISMISSALS**

Occasionally, a student will have situations that cause them to arrive to school late or to require being dismissed before the end of the school day. The following guidelines apply:

- A student who arrives to school late must check-in with the appropriate divisional office.
- Late arrivals will be marked as either excused or unexcused. Excused absences are granted for personal illness, medical appointments, or emergency situations. Traffic situations will be deemed excused or unexcused based on information from local media outlets or law enforcement agencies.
- To request early dismissal from school, parents should call the divisional office or email the attendance officer ([attendance@gcagators.org](mailto:attendance@gcagators.org)).
- After parents have signed out their student in the appropriate office, the student will be dismissed from class via the school's intercom system.
- Students in the Foundations and Bridge Academies who arrive after or leave before 11:30 am will be counted absent for the day.
- If a student is at school for any portion of the school day, arrangements should be made for any test, quiz, or assignment scheduled that day, regardless of attendance in the class. It is the responsibility of student in JRC and Collegiate Academy to contact the instructor and make appropriate arrangements for assignments before leaving campus. Therefore, students should anticipate the expectations for classes that they miss due to early dismissal, doctor's appointments, etc.
- In order to participate in any extracurricular activity (games, practices, rehearsals, etc.) a student must be in attendance at school by 9:00 a.m. and remain in all scheduled classes for the day of the activity until the end of the day or time for the activity dismissal.

## **ABSENTEE POLICIES**

### General Guidelines

- Students at Greenbrier Christian Academy are subject to the compulsory attendance laws in the Commonwealth of Virginia. A student who misses school excessively will suffer significant academic setbacks.
- Students in the Foundations or Bridge Academies who are absent for more than 30 regular school days (excused or unexcused) are not promoted to the next grade level.
- JRC and Collegiate Academy students who are absent from more than 30 classes (excused or unexcused) will not receive credit for the affected courses and may not be promoted to the next grade level.
- Advanced Placement students who miss more than 12 sessions of an AP course will not receive weighted AP credit for the course and will not have the AP title entered on their high school transcript.
- Absences for any reason are monitored by the attendance officer in the divisional offices and are investigated as necessary.
- Absences in excess of three (consecutive) days will require a doctor's note to return to school.
- Parents should communicate the reason for student absences to the school via the email address of the attendance officer ([attendance@gcagators.org](mailto:attendance@gcagators.org)).

The following is the Academy's standard classification of absences:

### Excused Absences

- Students who miss one or more classes because of a personal illness, doctor's appointment, court date, death in the family, or emergency situations will be granted an excused absence upon returning to school.
- The student will have full make-up work privileges with teacher assistance in accordance with the policy for make-up work.
- A parental note or email ([attendance@gcagators.org](mailto:attendance@gcagators.org)) explanation for the absence is required by the first day that the student returns to campus.
- If the attendance officer does not receive a note within 5 school days, the absence will remain unexcused.

### Unexcused Absences

- An unexcused absence is the result of a student being absent from classes with or without the knowledge of the parent for reasons unacceptable to the Academy.
- School work made up following an unexcused absence will result in a grade no higher than "64".
- All work not completed within the allowed make-up window will receive a grade of "0".
- JRC and Collegiate students who are present at school but fail to attend a scheduled class during the school day are considered truant from class. Truancy may result in an in-school suspension. Recurring episodes may be grounds for dismissal from the Academy.

## Preplanned Absences

- Preplanned absences are designed to assist students who may be involved with school, church, college visits or family activities.
- Preplanned absences are not granted during achievement tests, semester exams, and before or after Christmas and Easter breaks.
- The maximum number of pre-planned absences is 5 days per year.
- Preplanned absences must be requested in writing at least two school days in advance of the anticipated absence. Requests must be submitted to the divisional attendance officer ([attendance@gcagators.org](mailto:attendance@gcagators.org)). Requests for preplanned absences will not be granted "retroactively".
- Students must have an overall average grade of at least 70 ("C-") with no failing class averages for the current grading period to obtain permission for a preplanned absence.
- Absence from school without approval will result in penalty under the unexcused absence policy.
- Preplanned absences are documented on the student record as unexcused; however, there is no academic penalty for work missed.

## **MAKE-UP WORK FOR ABSENCE OR ILLNESS**

Make up work must be coordinated with the teachers during or after an absence. Every effort will be made to support the student in this endeavor; however, JRC and Collegiate students must be responsible to seek out the instructor(s) and make appropriate arrangements.

- When a student is absent, the makeup period for any work missed is based on the total number of days absent plus one. (Example, if absent two days, the student has three school days to make up all work.)
- If a student misses only the day an announced test or quiz is given or a project/ assignment is due, the student is expected to make up the work on their first day back.
- On the JRC and Collegiate levels a review in preparation for a test is a courtesy. If a student misses a review during which no new material is covered, the student should be prepared to take the test as scheduled upon return.
- Make-up work for excused absences is to receive full credit unless it is turned in past the deadline established by the student and instructor. The following are the penalties applied for submission of make-up work past the established deadline:
  - -10 points for the first day past the makeup deadline
  - -20 points for the second day past the makeup deadline
  - 0 points awarded for three days past the makeup deadline
- Work must be made up after an unexcused absence, but the resulting grade is capped at 64%. Additional penalty may be applied to make-up work submitted past the established deadline as detailed above.
- Missed quizzes are made up at the discretion of the instructor per class policy.
- Adherence to these guidelines is a must for creating consistently fair policy in make-up work.