

Attendance

The Church of God Academy is encouraging students to establish a habit of good attendance. No child can receive the complete educational opportunity that the school provides if the teachers and parents are not working together to promote the importance of consistent attendance. We will not be able to reproduce classroom learning experience after your child is absent from school.

Parent/Student absence procedure (the only exception to the absence policies are made by the head teacher and principal):

1. Parents must call before the start of the school day and leave a message or talk to a school faculty member who oversees attendance.
2. For an excused absence, parents will need to turn in an excused absence form at least 24 hours before the date of the absence, except for a family emergency or illness. This includes a partial day absence for any reason.
3. Students and parents will be responsible for any make-up work that needs to be completed (all work must be completed within a week from the date of the absence).

Excused Absences - This is an absence due to medical reasons, family emergencies, court, funeral for a family member, and or a field trip (can include doctrinal church meetings, mission trips that have been approved by the school principal or church elder). Students will also be excused if a student is for any reason asked to leave the school by the school (includes but is not limited to suspension). A student that misses more than half of the school day is counted as absent.

Unexcused Absences - This is an absence when a student is over 10 minutes late to any class period without an excused notice from the school's head teacher, assistant head teacher or principal. Also an unexcused absence would include an absence from multiple classes without a doctor's note prior to leaving school or permission from the school's head teacher, assistant head teacher or principal. A student that misses more than half of the school day is counted as absent.

Tardiness to School

- A student is counted tardy to school if he or she is under 10 minutes late in the building in his or her assigned area.
- Tardiness to class is if a student is late any amount of time or as defined by the classroom teacher's rules.