



## Attendance Policy

The following paragraphs explain absence procedures. Because monitoring and keeping attendance records for our students is a sizeable and important task, we must insist that parents and students follow these guidelines about family responsibility precisely. The attendance policies which follow are intended as guidelines only. The administration reserves the right to treat tardiness and attendance matters on an individual basis.

Praise Academy operates on an academic calendar that meets state requirements. School is in session between 7:55 am and 3:10 pm. Students are expected to be in attendance when the school is officially open. Any student who leaves school without permission during the school day may be referred for disciplinary action. If students have permission to leave campus, they must sign-out at the office. Upon their return, students should sign in at the office. After school, students should leave the Praise Academy campus unless they are under the direct supervision of school personnel, attending the after-school program, or attending supervised extra-curricular activities.

Students should not arrive on campus before 7:30 unless a teacher or sponsor has a planned activity. Early morning care is available from 7:00 am to 7:30 am; however, a fee is charged. **Students are not allowed to sit in their cars or leave campus once they arrive on campus.**

## Absences

Students must be in school at least ½ of the school day to be counted present. When a student is absent from school, his parents will be notified via email.

Absences that exceed fifteen (15) days per semester or thirty (30) days per school year will result in no credit being given for that school year. **Five (5) tardies constitute one (1) absence.**

Excused Absences—Under the State Compulsory School Attendance Law and Praise Academy's policy, the following reasons may temporarily excuse children from school:

- Personal illness, death or severe illness in the family, family emergencies, medical and dental appointments
- Court appearances
- Conditions rendering school attendance impossible or hazardous to their health and safety.
- Approved college days
- Official church mission trips for which a signed statement from the church is presented and pre-approved by the administration.
- Approved school functions such as sporting events and other like programs

- Special and recognized religious holidays observed by their faith and other like situations.

A student returning from an absence must bring a written note to the office from the parent or guardian. Students must provide clear documentation to excuse an absence due to a serious illness or death in the family, government mandate, court order, or voter registration. Parents may request pre-arranged excused absences with the administration for their child. Permission will be granted if the reason is sufficient.

Declaring a student excused or unexcused is an administrative decision, not a student/parent prerogative. Therefore, a student is not necessarily excused because a parent calls or writes a note.

A parent can write an excuse for five (5) total days each semester, but after five (5) total days each semester, a medical excuse will be required from a doctor or other qualified medical practitioner.

Students will not participate in extra-curricular activities, rehearsals, practices, and/or games on days they are absent from school.

**Unexcused Absences** - Students absent without parental consent for any reason other than those listed above are categorized as unexcused:

- Five (5) unexcused absences per semester will result in a warning email.
- 10 unexcused absences per semester will require Praise Academy to refer a student and/or parent to the Department of Family and Children's Services.
- At fifteen (15) unexcused absences will result in zero credit for the course.

**Achievement Testing** - Unless students are sick, they must be in attendance during achievement tests. These dates are indicated on the school calendar. There will not be an opportunity for retakes.

**College Visitation** - Eleventh and twelfth-grade students are allowed two college visits per year. These absences will be excused. All college visits must be completed by the first week of May.

**Pre-arranged Absences** - A pre-arranged absence **form** must be turned in to the office with at least **one week's advance notice** and approved by the administration. We expect parents to plan vacations and other planned trips during school breaks. A student is only allowed five pre-arranged absences per school year.

### **Tardy Policy**

When a student is tardy to school, he must report directly to the office to sign in and receive an admittance slip. Excessive tardies will also result in an administrative referral. If a student misses more than 15 minutes of a class, the student will be considered absent.

- Five (5) unexcused tardies per semester to any class result in an absence.

- Five (5) unexcused tardies per semester result in a warning email.
- Ten (10) unexcused tardies will result in Praise Academy sending a warning letter to the parent or guardian and a meeting with the administration.
- Fifteen (15) unexcused tardies will require Praise Academy to refer a student and/or parent to the Department of Family and Children's Services.

### **Unexcused Tardies/ Absences for Student Drivers**

If a student driver has four tardies in any quarter, parents will be notified so that parents can address the issue at home. **After the 5<sup>th</sup> tardy, beginning the next school day, driving privileges will be revoked for one week.** This revocation of driving privileges means the student is not allowed to drive to or have any vehicle on campus. A student will then lose a week's driving privilege for every five tardies for the rest of the quarter. If students lose their driving privileges for four weeks during the year, their driving privileges will be permanently revoked.

If a student has more than ten (10) school days of unexcused absences (cumulative) in any semester, the school system will submit a Certificate of Non-Compliance to the Department of Motor Vehicles (DMV), and the student's license will be revoked by the DMV.