

ATTENDANCE POLICY & PROCEDURES

Good attendance and punctuality are important to academic achievement and a development of a strong personal foundation of self responsibility. Classroom instruction is critical to the overall academic success of all students. We recognize that no list of assignments is equivalent to the instruction a student receives in class. Not only is a student impacted by an absence, but also the teacher and the entire class may be affected by the need for adjusted instruction.

Absent (Excused/Unexcused)

An excused absence will be considered for a death (immediate family), illness, court summons, hazardous weather conditions, college visit (not to exceed five days) or note from a physician. An unexcused absence is an absence for any reason other than those cited as excused.

Attendance Note

An attendance note must include the date, date of absence(s), excuse for the absence and parent/guardian signature. An attendance note is required when a student is absent from school, tardy to school or dismissed early from school. An electronic attendance note must come from the parent/guardian account.

Attendance Codes

Code	Description	Recording
AE	Absent Excused	Recorded after the student has followed the attendance procedures for returning to school after an absence
AHD	Absent Excused Half Day	Recorded in day attendance if a student is marked absent excused from two classes in one day
AU	Absent Unexcused	A student who is not present is marked absent unexcused until a proper note is provided
AUHD	Absent Unexcused Half Day	Recorded in day attendance if a student is marked absent unexcused from two classes in one day
P	Present	Recorded for a student who is on time to class
T/TU	Tardy Unexcused	Recorded if a student arrives to class after the schedule time
TE	Tardy Excused (Admin)	Recorded by the secretary with Administrative Approval

**A student is marked Absent (AU or AE) when missing more than 30 minutes of a class time.*

Returning To School after an Absence

Submit a proper **attendance note** to the homeroom teacher within three days of the absence. A note from a physician is required for students absent for three days or more. It is important to verify the accuracy of the attendance code in RenWeb.

A student is required to make up all missing work, regardless of the attendance code. **Missed work** includes any worked assigned during class/home and assessments. Students with an absence marked unexcused will not receive credit for the work missed. A meeting with the teacher/administration is advised for students not receiving credit for a major assessment.

ATTENDANCE POLICY & PROCEDURES

Unexcused Tardy/Absence

The chart below includes information on the attendance policy. Tardies and Absences will be treated separately with their own consequences. See below.

Times	UNEXCUSED TARDY	UNEXCUSED ABSENCE
5	Lunch Detention (1) Email Notification	After School Detention (1) Student Conference with Administrator Administrative Parent Contact
10	After School Detention (1) Student Conference with Administrator Administrative Parent Contact	Saturday School Detention (1) Parent Conference with Administrator Potential for Accountability
15	Saturday School Detention (1) Parent Conference with Administrator Potential for Accountability	Saturday School Detention (2) Parent Conference with Administrator Potential for Accountability Student Contract
20	Saturday School Detention (1) Parent Conference with Administrator Potential for Accountability	Parent/Student Conference with Director of School Grounds for Dismissal
Every (+) 5	Saturday School Detention (1) Parent Conference with Administrator Accountability Student Contract	

Schools Out

GCA will follow Charles County Public Schools for delays, early dismissals and cancellations due to inclement weather. Visit the school website for the most updated information on school closings due to inclement weather.

Arrival and Dismissal

Supervision of secondary students begins at 7:45am. School hours are provided on the school website. Students arriving to school after 8:00am must report directly to the main office. In order for a late arrival to be considered excused, the student must submit an attendance note to the secretary. A parent/guardian signature is required at the main office for an early dismissal. An early dismissal from school without a parent/guardian signature will be recorded as unexcused. Such procedures are necessary for the safety of the students.

Student Pick Up

The student emergency form allows parents the opportunity to provide a list of those people who are permitted to pick their child up from school. Notification must be made to the school if someone else should have to pick up the student.

Family Trips

Parents/Guardians are requested to plan family activities/trips during one of our many regularly scheduled holidays. We do have a process to request excused absences for other days. The process includes a preplanned absence form to be submitted to the administration two weeks prior to the trip in order to be considered as excused. All requests may not be approved. If absences are not approved they will be recorded as unexcused. See policy for unexcused absences and make up work.