



GENEVA ACADEMY

Distinctive Classical Christian Learning

Absences & Tardies: Guidelines

There are times when children have to miss school; this is normal and teachers understand. Many absences in a grading period, however, result in students falling behind and having extra work to complete at home. The opposite is also true: there is a high correlation between excellent attendance and student success. We request, therefore, that parents minimize student absences when possible. Try to avoid setting middle-of-the-day appointments or planning vacations during school days.

Student attendance is recorded and is reflected on report cards.

Absence Notifications

Parents should notify teachers of planned child absences at least two days in advance. Extended absences (example: a family trip for a week) require more planning and advance notice if work is to be sent with the child. Notifications for unplanned absences should be given as soon as possible.

There are *two* elements of absence notification, as follows:

- 1) Direct communication from the parents to the teacher excusing the absence (“Please excuse Isaiah today at 1:30 for a doctor’s appointment”). This notification should be in writing (paper, email, or text) and should go to the students’ homeroom teacher. Since 7th-12th grade students have multiple teachers, parents need to contact Mrs. Shellard kshellard@genevaroseburg.com. If written notice is not possible, parents should call. Absences without parental notification are considered unexcused.
- 2) Direct communication from the parents or older child to the teacher regarding missed classwork (“Mrs. Newton, Isaiah will miss your class this Thursday afternoon. Is there work that he can do at home? May I collect any assignments or handouts for that day?”). This communication is a courtesy to the teacher, who may need to adjust the instructional plan for the hours missed or make special efforts to assist the student who has missed the lesson. There are some lessons (when debates, presentations, experiments, guest speakers, or special projects are scheduled) that a teacher might postpone so that a student will not miss them. Logic and rhetoric students in particular should take the initiative to talk with their teachers about upcoming absences.

Multiple Absences due to Sports, College Classes, Other

Logic and Rhetoric students, with permission of the Headmaster, may leave the Geneva campus to participate in sports teams, clubs, or classes hosted by other organizations. Parents should discuss their child's participation in such activities with teachers prior to the start of the season or term. Multiple absences that interfere with core Geneva classes will not be excused.

Examples:

Permission granted: A tenth grader needs to leave at 2:15 PM three days a week for team practice; the class missed is either Study Hall or P.E. These absences would be excused and participation encouraged.

Permission not granted: An eighth grader would need to leave at 1:30 PM Tuesdays and Thursdays to participate in a special club. This would require leaving Omnibus class 30 minutes early twice weekly. As this would prevent the student from fully engaging in the Omnibus class, permission to leave campus would not be granted.

Early departures or late arrivals that are routine can be covered by a blanket note from parents ("From Sept 2 to Nov 6, please excuse Isaiah at 2:15 on Mondays, Wednesdays, and Fridays for soccer practice"). However, absence notifications are still required for non-routine absences ("Please excuse Isaiah this Thursday at 1:45, there is a game scheduled and the team must travel early" AND "Mrs. Newton, I will have to leave your class early on Thursday. What will I miss, and what do I need to do in order to keep up with the class?").

Tardies

The Hucrest Campus begins at 8:15 AM, and parents are asked to bring their children at 8:00 for early play and settling in. A Hucrest Campus student is marked tardy for arriving after 8:20 AM.

The 3rd-6th grades begin at 8:00 AM, and parents are asked to bring their children between 7:45 and 7:55 in order to prepare for the start of school. A 3rd -6th grade student is marked tardy if they arrive after the morning assembly.

The logic and rhetoric school (7th-12th grades) begins at 7:55 AM, and parents are asked to bring their children between 7:45 and 7:50 in order to prepare for the start of school. A logic and rhetoric school student is marked tardy if they arrive after Morning Lauds. Students arriving after 7:5 AM need to check in at the office before going to class. For the tardy to be excused a note from the parent will need to be turned in when the student checks in at the office.

Excused absences for early morning appointments/other are not marked as tardy.

Since parents are responsible for getting their children to school on time, it is problematic for a teacher to penalize a student for being tardy. Nevertheless, students who are habitually late for the start of school disrupt the entire class. An abundance of tardies within a term will necessitate a conversation between the parents and the teacher and, if necessary, between the parents and the Headmaster.