



**GIRLS
GLOBAL
ACADEMY**

Attendance Policy Girls Global Academy

Attendance Matters!

Attendance Matters at Girls Global Academy. All students are expected to attend school and class all day, every day, every period that school is open and in session. Daily attendance is paramount to uphold our scholarship pillar and continuity of learning. Girls Global Academy's safety pillar compels us to know where students are and when they are in or out of school as a part of ensuring school and student safety.

Attendance Procedures

Attendance will be recorded for each student during each class period and/or learning environment. Our first period of learning begins at 8:15 am - 8:45 am. Girls Global Academy values safety and an alert will be made for students who have been marked absent, have not provided notice to the attendance coordinator, or have not arrived, by 9:00 am. The alert will be sent to the family member of record.

Tardy

Arriving at school on time is important. Students who have not arrived by 8:15 am as tardy. Students who are late to class will be marked as tardy for that class if they arrive in class five (5) or more minutes after the official start of the period.

Students enter their scheduled course regardless of what time they arrive. Teachers will make every effort to make late arriving students feel welcomed. If a student attends a portion of the class, they will be considered present and tardy.

Excused Absences

Absences are excused for the following reasons:

- Illness of the student (a doctor's note is required for a student absent five or more days)
- Medical or dental appointments for the student
- Death in the student's immediate family

- Exclusion by direction of the authorities of the District of Columbia, due to quarantine, contagious disease, infection, infestation, or other condition requiring separation from other students for medical or health reasons
- Necessity for a student to attend a judicial proceeding, or court-ordered activity, as a party to the action or under subpoena
- Observance of a religious holiday
- Religious event celebration outside of a religious holiday (up to five cumulative days)
- Absences to allow students to visit their parent who is in the military, immediately before, during, or after deployment
- College visits for students in 9th – 12th grades (up to three cumulative days)
- Absences of expectant or parenting students for a time period specified by their doctor and any accommodations mandated by law
- Illness of a child for parenting students (a doctor's note for the student's child is required when the student is absent five or more days)
- Take Our Daughters and Sons to Work Day
- An emergency or other circumstance approved by the Girls Global Academy Principal
- Participation in a GGA event such as field trips, or study abroad travel during the regular school day
- Participation in GGA-sponsored athletic events during regular school class hours

Notification Requirements

If a student is going to be absent a note or email should be sent to the attendance email attendance@girlsglobalacademy.org including date(s) of absence, reason for absence, contact number to verify the absence. The note or email of absence must be submitted within 72 hours of the absence. *A call to the main office **does not** constitute verification of an excused absence.*

If a student is absent due to illness for five or more days, accompanying documentation is required to excuse the absence. Acceptable documentation includes:

- Explanation of the student's absence submitted by a doctor or staff of a relevant agency, on official doctor's office/agency letterhead and signed by a relevant official
- Medical or dental absences must be submitted on official doctor/dentist office stationery or form
- Student's required presence at judicial proceeding must be documented by a document from the court stating the need for the student's presence on all the relevant dates

- Funeral programs may be accepted as appropriate documentation to excuse absences due to a death in the student's immediate family.

Make up work policy*

Students with excused absences will be allowed to make up required work. They will need to make up the work within the same number of days as the length of the excused absence.

1. Submit an absence note with accompanying documentation to attendance@girlsglobalacademy.org or the student can bring in the note with documentation to the main office attendance coordinator.
2. Students with unexcused absences may be required to make up work using out-of-school time such as after school.

*Considerations for adjustment to make-up work policy will be made based on documentation provided and adherence to guidelines or provisions under FAPE, ADA, and FERPA guidelines within an appropriate timeline.

Athletic and Extracurricular Eligibility

Students must be present during the day to participate in athletic and extracurricular activities on that day. For sports games on weekends, students must be present the academic day prior. The athletic coordinator may establish additional attendance criteria for participation in sports activities.

Unexcused Absences

Any absence, including an absence from any portion of the school day, without a valid excuse is marked as an unexcused absence.

Truancy

Students who have multiple unexcused absences within a school year will receive the following notifications and actions from Girls Global Academy:

- 1 Day of Unexcused Absence: Parent/Guardian will be contacted.
- 3 Days of Unexcused Absences: Parent/Guardian will receive an Unexcused Absence Letter.
- 5 Days of Unexcused Absences: Parent/Guardian will receive an Unexcused Absence Letter. In addition the student will be referred to school staff who support attendance interventions.

- 7 Days of Unexcused Absences: Parent/Guardian will receive a Metropolitan Police Department Warning Letter. Attendance Student Support Staff will continue to work with the family on interventions.
- 10 Unexcused Absences: Parent/Guardian will be notified that the student is now considered *chronically truant* and that GGA is required to report this truancy to local agencies including Child Family Services (CFSA), OSSE, and DC PCSB. Attendance Student Support Staff will continue to work with the family on interventions.
- 15 Unexcused Absences: For students aged 14 – 17, GGA will refer the student to the Court Social Services Division. Attendance Student Support Staff will continue to work with the family on interventions.
- 20 Consecutive Unexcused Absences: The student is eligible for withdrawal. If a student registered in school is absent 20 days in a row without an excuse, they may be withdrawn due to nonattendance.
- More than 30 Unexcused Absences: Secondary students may receive a failing grade.

Distance Learning Attendance Policy

In the event of school in a virtual setting, attendance requirements still apply, though how attendance is checked is altered. Students will be required to login and be present in a virtual classroom via a learning management system (LMS). To ensure attendance, students may be required to show their face on a webcam, unless excused by a specific students' action plan.

Additional Policy Requirements

Girls Global Academy's Attendance Policy is aligned, compliant, and accountable to all local regulatory agencies' policies which are subject to change.

[Immunization Attendance Policy](#)

District law and regulations require all schools in the District of Columbia to verify student compliance with the [immunization requirements](#) as part of enrollment and attendance. If a student is not compliant, the school must immediately notify the parent, guardian, or adult student in writing of the missing immunization(s). If the student does not come into compliance within a 20-school day period, the school must remove the student from attendance until the immunization certification is secured by the school. Students are expected to participate in virtual learning activities and complete assignments.

[DC PCSB Reporting Policy](#)

The DC Public Charter School Board requires GGA to report and take action on students' absences and chronic truancy.

[OSSE Requirements for Reporting](#)

The Office of the State Superintendent of Education requires GGA to report attendance and attendance interventions of students. They also regulate how student's daily attendance rates are calculated based on percentage of period level attendance. DC law requires educational institutions to notify OSSE, within two business days, of the 10th unexcused absence of any minor student. OSSE is then required to provide the student's parent with a truancy prevention resource guide that covers certain topics, if the parent has not already received the truancy prevention resources before the 10th unexcused absence.