

Power and Grace Preparatory Academy

Attendance Policy



Attendance is extremely important for all students of PGPA in that we cannot produce the educational Milestones required of each student if they are not in attendance. Furthermore, students find it hard to retain and learn material because of excessive absences.

It is customary that during the mid-year an attendance report is sent out to families that have had **over three (3)** unexcused absences during the first semester. Although we are a private institution we will follow the state of Tennessee Department of Education guidelines as it relates to attendance. We are required through the TN Department of Education for our pre-kindergarten classrooms and nationally accredited through Cognia for pre-kindergarten through 5th grade. Both entities require that we follow the following attendance policy regulations written below.

Mandated Times

School Day: Students must be in attendance from 8:00AM to 11:30AM to be counted as a full day of attendance.

Start of the day is 8:10AM, students are marked tardy after 8:20AM.

Report Card Documentation: Students are marked absent for 4 tardies. This will be counted toward the number of total days attended.

NO EARLY DISMISSAL AFTER 2:30PM.

Student Membership and Attendance Procedures Manual (Tennessee Department of Education 2021)

According to the TN Department of Education attendance policy School must be in session for 180 days to be considered a legal school year. students cannot miss more than 10 days in a school year (180 days).

Students with five or more unexcused absences shall be reported to the PGPA school administration. parents or Guardians must be notified each time a student has five and excused absences pursuant to T.C.A. § 49-6-3007. additional notices must be sent after each successive accumulation of five unexcused absences. all requirements for truancy intervention shall be followed pursuant to T.C.A. § 49-6-3009.

Military Families

If a student's parent or legal guardian is a member of the United States armed forces, including a member of a state National Guard or a reserve component called to federal active duty, a public school principal should give the student:

- i. An excused absence for one (1) day when the member is deployed;
- ii. an additional excused absence for one (1) day when the service member returns from deployment;
- iii. excused absences for up to 10 days for visitation when the member is granted rest and recuperation leave and is stationed out of the country;
- iv. excused absences for up to 10 days cumulatively within the school year for visitation during the member's deployment cycle. the student shall provide documentation to the school as proof of the service members deployment;
- v. the opportunity to make up school work missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence.

Thank you in advance for your attention to this very important matter.

Respectfully,

Mrs. Katobwa Stallworth, Principal

Power and Grace Preparatory Academy

Acknowledgement to Terms of Attendance Policy

***Please sign and return the bottom portion of this letter.**

I understand that my child can NOT miss more than 10 days in a school year, according to the Tennessee Department of Education, otherwise they will be considered truant.

Child's Name: _____ Grade/Teacher: _____

Parent Signature: _____ Date: _____