

Open Heaven Academy Tutoring Program Attendance Policy

Purpose

To foster academic growth and consistency, Open Heaven Academy requires regular attendance for all students enrolled in the tutoring program. This policy ensures students receive the full benefit of personalized instruction and maintain accountability in their learning journey.

Attendance Expectations

- Tutoring sessions are held **every Saturday starting at 9:00 AM**.
 - Students must attend all scheduled sessions unless excused in advance.
 - Students should arrive on time and prepared with necessary materials.
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Absences

- **Excused Absences** include illness, family emergencies, religious observances, or pre-approved travel.
 - To request an excused absence, parents/guardians must notify the academy at least **24 hours in advance** when possible.
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Tardiness

- Students arriving more than **10 minutes late** may be marked as tardy.
 - Repeated tardiness (3 or more times per semester) may prompt a parent-teacher conference.
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Communication

- Parents/guardians are expected to maintain open communication with tutors and staff regarding attendance.
- Emergency absences should be reported as soon as possible via phone or email.

 Acknowledgment

By signing below, I acknowledge that I have read and understood the attendance policy for Open Heaven Academy's tutoring program. I agree to support my child's consistent participation and communicate proactively with staff when absences arise.

Student Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____