



U.S. INTERNATIONAL CHRISTIAN ACADEMY

Serving students since 2001

Owned and Operated by Teachers

with 25 years of experience in Teaching and Administration

www.usicahs.org

admin@USICAHS.ORG



U.S. International Christian Academy is based on the concept that "God is the source of all life, truth, and knowledge. Therefore, true learning begins by knowing God".

Absence and Substitute Policy

Serving our students and our responsibilities as teacher is foremost in the development of our policy.

1. Faculty may not cancel class for any reason other than illness unless preapproved by the Principal. If you are absent for reasons other than illness, every effort must be made on your part to find a substitute to teach your class for you.
2. In the case of illness or an unplanned absence, be sure to contact The Principal as soon as possible. If a substitute is not available, please contact your students via Coursesites by Blackboard, email, text mgs or by phone to notify them of the absence.
3. When U.S. International Christian Academy hires high profile professional faculty, there will be instances where absences occur, in addition to the unanticipated issues of illness.
4. Generally, professors should not plan to be absent from school during the week before the semester starts, the first week of classes or finals week (see school calendar)

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5. U.S. International Christian Academy acknowledges other times when absences will be approved, such as:
 - a. Jury Duty
 - b. Personal Holiday (each faculty earn one of these a calendar year, and it is still the instructor's responsibility to try to find a substitute when using)

Finding Approved Substitutes

For most absences, the following solutions are preferred:

Arrange to have a U.S. International Christian Academy teacher or college volunteer cover the class. In the case, of college volunteer, Principal approval is needed. If you can, arrange a "trade" with the teacher.

Arrange to have a qualified outside professional to cover your class. This person must be at least at your level of expertise and experience, and in all cases must be approved by the Principal.

For a one-day absences when a substitute is not available, a class may be given a meaningful assignment to complete and turn in when the class is cancelled. This method should not be used for more than one class period, and must be approved by the Principal. In cases of illness, a class may be cancelled once before other arrangements are made.

For absences directly related to Jury Duty, any of the above options (meaningful assignment, trade with other faculty, etc.) are acceptable. It is your responsibility to secure a substitute and make all arrangements in advance.

For a planned absence, please make sure you fill out the paperwork no later than a week before your planned absence

Feel free to contact the Principal for early approval for any planned absences or to approve Volunteers in case of illness.

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