



2018-2019

**ATTENDANCE POLICIES**

**CLASS HOURS:**

- **Toddlers & Jr. PK: 8:15 a.m. to 12:00 Noon**
- **VPK: 8:15 a.m. to 1:00 p.m.** (VPK Program only: 8:15 a.m. to 11:15 a.m.) \*
- **Elementary (Grades K to 5): 8:15 a.m. to 3:00 p.m. \***
- **Middle School (Grades 6 to 8): 8:00 a.m. to 3:10 p.m. \***

\* After-School Care is free of charge until 6:00 p.m. Earliest Dismissal times are 3:10 p.m. for K-5<sup>th</sup> Grades and 3:20 p.m. for Middle School Grades. Students cannot be dismissed prior to these dismissal times.

**STUDENT TARDIES:**

In order to avoid class disruption and/or inconvenience to teachers and classmates, it is essential for all Students to arrive to school ON TIME EACH MORNING. The following will apply:

1. **LATE TIMES:** **Pre-School & Elementary (Toddlers thru 5<sup>th</sup> Gr.): 8:16 a.m.** **Middle School (Gr. 6 to 8): 8:01 a.m.** The National Anthem will be played at 8:00 a.m. for Middle School and at 8:15 a.m. for Pre-School & Elementary. Students must be inside their classroom at their corresponding time ready to stand and pledge the flag.
2. **ATTENDANCE SYSTEM.** Students are required to wear their **ID badges daily.** These will be swiped upon arrival. Their exact arrival time will be recorded in our computerized system.
3. **TARDY FEES.** Students, who arrive **two (2)** or more minutes late, will be marked Tardy. All students will be allowed **three (3)** "Tardies" per year **without being charged a late fee.** On the **third (3<sup>rd</sup>)** incident, students will be assigned a detention. From the **fourth (4<sup>th</sup>)** incident and on, **\$5.00 will be charged to the Student's account.** Students with unpaid tardy fees by the end of the month will not be allowed in class on the first day of the following month. Progress Reports, Transcripts and/or Promotion Certificates will not be given to Parents with past due accounts.
4. **TRUANCY/DETENTION.** On the **third time** a student arrives late to school during **ONE QUARTER, Parents will be contacted and student will be assigned a detention.** Students arriving more than five (5) minutes late to their Detention will have to serve another Detention on another day. Students that do not attend their scheduled detention will receive an INDOOR SUSPENSION.

**STUDENT IDENTIFICATION BADGES:**

1. Students are to bring their personalized school ID Badges every day as part of their school uniform.
2. ID's will be scanned upon arrival, upon entering classroom, at dismissal and before/after extra-curricular activities or classes.
3. ID scans will be used to monitor Attendance as well as Student Tracking after school.
4. If a student forgets his/her ID, they must go to the office, pick-up a Temporary ID to use throughout the day, and return the Temporary ID upon dismissal to an Office Staff member.
5. The third time student arrives without an ID, he/she will have a NEW ID issued and a \$10.00 fee will be due immediately.
6. Students arriving without an ID will be marked as not having an ID, even if their Parent drops off the ID afterwards.

**STUDENT ABSENCES:**

1. Students returning to school from an absence must bring a note from home, signed by parent, explaining reason for absence. Student that arrives to school without this note will be given a "Detention." Students that do not attend their scheduled Detention will receive an "Indoor Suspension."
2. Students should not be absent on a day that a Test or Project presentation is scheduled.
3. In cases of EXCUSED absences, a Doctor's note is **required** and Test/Quiz will be administered the day student returns to school from the absence, (exceptions may apply.)
4. Students that missed a Test/Quiz due to an UNEXCUSED absence may receive a "0" or teacher may administer the make-up Test immediately upon returning to school, at his/her full discretion.
5. It is the student's responsibility to find out about missed assignments or study material and be prepared accordingly upon returning to school.
6. ALL excused absences require a Doctor's note detailing illness/injury and an explanation.
7. Students that are considered "Truant" may not be promoted and/or may be required to make up the days during Summer School, depending on the circumstances.
8. All doctor/dentist appointments should be scheduled after-school, not during school hours.
9. A minimum of **170 days** of attendance is required in order for student to be promoted. (Individual evaluations will be made for students with EXCUSED absences during the school year. Summer School may be required to make up days absent.)

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

I have read the 2018-2019 Attendance Policies and understand the consequences for my child's tardies and absences.

Parent's Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_