



**2019-2020
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 3:05 p.m. for K-5th Grades and 3:10 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 5th 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 scanned 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 (3rd)** incident, students will receive a notice advising parents that no other grace trades will be accepted for the quarter. From the **fourth (4th)** incident and on, **\$5.00 will be charged to the Student's account.** **Progress Reports, Transcripts and/or Promotion Certificates will not be given to Parents with past due accounts or unpaid tardy fees.**
4. **TRUANCY.** On the **fourth time** a student arrives late to school during **ONE QUARTER**, parents will be contacted and charged a "Tardy Fee" of \$5 per tardy for the remaining of the quarter. If the truant behavior continues, parents will be called in by Administration to discuss the situation and possible consequences.

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, 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 and pick-up a Temporary ID to use throughout the day and dismissal.
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 forfeit the excusal of assignments missed for the day and earn a "0" for the day's work.
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 2019-2020 Attendance Policies and understand the consequences for my child's tardies and absences.
 Parent's Name: _____ Relationship: _____
 Date: _____ Signature: _____