

ATTENDANCE:

Regular school attendance and promptness are extremely important matters to Thomas A. Edison Charter School. Students are expected to be in attendance on a regular basis. A good attendance record has a direct effect on grades and is important in developing good work habits. Every parent/legal guardian of a child between the ages of five and sixteen is required and has the responsibility by law to assure that his/her child attends school regularly and on time.

Time on task is essential if students are to succeed in their educational efforts. Tardiness, absences, dismissals, and suspensions are all problems that require action by school officials, because each of these results in a loss of time on task.

ARRIVAL:

Promptness to school is important. The front doors of the building will be opened at 8:15 a.m. **Students will be counted as tardy if they arrive after 8:40 am**

TARDINESS:

Any student arriving to school after 8:40 a.m. will need to be escorted to school by a parent. The parent and child must report to the Main Office. A late slip will be issued, which will be required for entry into class.

DISMISSAL:

- Car rider dismissal begins at 3:15 pm and continues until 3:30 pm.
- At 3:30 pm, the back door dismissal will be closed, and all car riders will be picked up in the front of the school on Locust St.
- Walkers are dismissed at 3:30 pm from the front entrance of the school on Locust St.

EXCUSED TIME AWAY FROM SCHOOL: Absences, late arrivals and early dismissals may for excused for the following:

- Any professional appointment (i.e.: doctor, dentist, counselor or court), excused with a professional note submitted to school within (3) days of the students return.
- Any illness or hospitalization of a student as verified by a health professional with a note.
- Up to (8) personal days per year, at a parent/guardian discretion, excused with a written note.

Mandatory School Attendance Requirements for Public School Students Grades K-12

1. "Truant" means a student who has been absent from school without valid excuse for more than (3) school days during a school year
2. Following the 10th day of unexcused absence by a student, the school shall immediately notify the parent or parents or guardian and a visiting teacher for the district shall visit the student's home
3. Following the 15th day of unexcused absence by a student, the student's parent(s)/guardian(s) shall be notified by certified mail to appear at the school within ten days of notification for an attendance conference.
4. Following the 20th day of an unexcused absence by a student, the school shall refer the case for prosecution.
5. Following the completion of the case and subsequent failure of the student to return to school within five days thereof, the school shall immediately notify the Department of Services for Children, Youth and Their Families requesting intervention services by the Department. The Department shall contact the family within ten business days.
6. Following 20 unexcused absences within the school year the student may be retained in that grade.