

## **Attendance**

### **Late Arrival, Early Dismissal and Late Pick-Up**

It is necessary that a student be in regular attendance throughout the school day in order to fully benefit from the educational programs at Charlton Heston Academy. Students are expected to be in regular attendance throughout the school year. The Academy has observed a direct relationship between attendance rates and the academic achievement of students, a conclusion supported by an array of educational research. Parents should avoid circumstances that prevent their children from being absent from school whenever possible. Please notify the main office by 8:30 a.m. on the day of any absence.

**The Academy begins school promptly at 8:00 a.m. each day for all students and dismisses at 3:00 p.m. each day.**

Parents are expected to provide written documentation when it is necessary for their child to be absent from school due to illness and other medical conditions. Absences will be documented as 'Excused' when such documentation is provided. Other absences may be documented as excused at the Academy's discretion. The Academy's Administrative Assistant will regularly make telephone calls when this notification is not made to ensure documentation of the absence and the safety of the student.

Students will always be provided time to make up any assignments that are given when they are absent. Each teacher will work directly with students and parents to establish expectations for the completion of the assignments on a case-by-case basis. When pre-arranged absences are necessary, it is the parent's responsibility to notify the school so that assignments can be provided to the students in a proactive manner whenever possible.

Due to the significant importance of regular attendance and timely arrival to school, the following procedure will be followed:

- The Administrator's assistant will contact parents via telephone call when the school is not contacted in the event of an absence.
- A letter from the Academy will be sent to parents when a student accumulates five (5) cumulative absences from school providing an update on the attendance of the student and a reminder of the importance of regular attendance. The Academy may also contact a parent if a student reaches four (4) absences within a quarter.
- A secondary letter from the Academy will be sent to parents when a student accumulates ten (10) cumulative absences from school inviting families to attend a required attendance meeting to discuss the importance of attendance and identify any supports the Academy can provide to increase attendance.
- The Academy recognizes chronic absenteeism as missing 10% or more days within the Academy's calendar year.
- Students who are chronically tardy may be required to attend a conference with his/her parents and the administration after every five (5) late arrivals (tardies).

- The Academy may make a referral to proper authorities when a student reaches chronic absenteeism.
- The Academy does reserve the right to make arrangements on a case-by-case-basis.

Parents are encouraged not to take their child out of school for vacations other than those scheduled during the school calendar. When a family vacation must be scheduled during the year, parents should discuss the matter with the student's teacher(s). Making arrangements in advance may make it possible for the student to receive certain assignments to be completed during the vacation.

Absences due to suspension shall be considered authorized/excused absences. A suspended student will be responsible for making up the work. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return. Assignments may be obtained from their teachers beginning with the first day of the suspension. It is the responsibility of the parent/guardian to make arrangements with the teacher(s) to retrieve any and all assignments issued during suspensions. Make-up or missed tests may be scheduled when the student returns to the Academy. The student will be given credit for properly completed assignments and a grade on any made up tests. Teachers will work with students to determine an appropriate amount of time for the completion of missed assignments and will hold students accountable accordingly for the completion of such work.

Due to the level of disruption to instruction, parents are discouraged from picking up their children for early dismissal unless it absolutely cannot be avoided. **Early dismissal ends at 2:45 p.m. each day.**