

ATTENDANCE POLICY

Tardiness

Instruction at the Sugar Creek Charter School begins promptly at 8:00 a.m., and it is critical that all students be prepared to begin at that time. A student who is late misses valuable instructional time, and conveys an unacceptable lack of regard for the School.

Any student who arrives after 8:00 a.m. must report to the School office before proceeding to the classroom. Three cumulative tardies will be the equivalent of one unexcused absence. In addition, no child will be dismissed early, unless for special circumstances. Being at school on time in the morning and staying in school until the end of the school day is central to receiving a good education.

Absences

Parents must contact the school office by phone whenever a child is going to be absent, and send a written excuse to the teacher when the child returns to school.

The following reasons are sufficient cause for an excused absence: a) illness, b) death in the family, c) inclement weather, which would be dangerous to the life or health of the child, d) legal quarantine, e) emergency conditions as determined by the School Director, and f) prior permission from the School Director and consent from the legal guardian.

In the event that extraordinary circumstances require that the student be absent from school, an Authorized Absence Plan may be developed jointly by the teacher, the School Director, and the student's parent or legal guardian. The plan will define the length of the absence and the means by which the student will make-up the work he or she will miss. The plan must be approved and signed by the School Director and the parent/guardian prior to the student's absence.

If a student returns to School after an absence without a note of explanation from the parent, the teacher will call the parent to remind him or her to send a note the following day. If a note is not received within three school days of the absence, the absence will be regarded as unexcused. Parents are reminded that it is their legal obligation to make certain their children are in school and legal sanctions for truancy includes fines and imprisonment.

Early Dismissal

If it is necessary for a student to be dismissed from School before the end of the school day, parents must notify the school office by 2:00 p.m. the day of the early dismissal. In such cases, parents must inform the school of the specific time that the child will be picked-up and the person who will come for the child. **Only adults who are listed in the School's records as being authorized will be permitted to take the students from the School in these cases.**

Changes in Transportation

It is the responsibility of the parent to notify the office in writing of any changes in the student's transportation. An administrator must approve emergency changes, including verbal arrangements, in transportation.