

**The Gray Charter School
Board of Trustees
Policy**

Attendance Policy & Procedure

P1006

The Board of Trustees

Students will adhere to all attendance requirements under the New Jersey Education Law.

1. All children are to be at school by 7:30 a.m. and are dismissed at 3:30 p.m. and 4:30 p.m.
2. The school day ends at 3:30 p.m. however, all students who are put into the tutorial program must stay for tutoring until 4:30 p.m. at which time they are dismissed.

All parents are responsible for their own children prior to 7:30 a.m. Parents are to stay outside and watch their own children until 7:30 a.m. or if the weather is inclement parents are to come into the multi-purpose room and watch them until 7:30 a.m.

The Gray Charter School is not responsible for any children before 7:30 A.M. There is no before care or after school care.

Parental responsibility for pick-up after school is also an important matter that must be adhered to. Children dismissed at 3:30 p.m. must be picked up at 3:30 p.m. Children that are not picked up before 3:45 p.m. will be assessed a fee of \$15.00 per 15 minutes. Children dismissed at 4:30 p.m. must be picked up at 4:30 p.m. Children that are not picked up before 4:45 p.m. will be assessed a fee of \$15.00 per 15 minutes. If no contact is made by the parent/guardian to the school, or the school is unable to reach any of the contacts supplied on the emergency form, the school will contact the proper authorities responsible for abandoned children. It is not the school's responsibility to provide day-care after dismissal.

Instruction begins at 8:00 a.m. Tutorial program is 3:30 p.m. – 4:30 p.m. In order for all students to progress in school and be able to work up to their full potential parents are not allowed to pick up any children early from school. Children will be dismissed at 3:30 and 4:30 p.m. Parents should make doctor and dentist appointments in the morning then bring the children to school after the appointment is over that same day.

Absence Procedure

If a child misses 2 consecutive days of school the parent must provide a doctor's note for readmittance.

If a child misses 9 non-consecutive days the New Jersey Department of Education mandates that they be dropped from the school roll and replaced with a new student.

B.P. 1006

Adopted: June 11, 1999