

## 1006.1

## Attendance Policy & Procedure

The Gray Charter School is required to closely monitor student absences. Students will adhere to all attendance requirements under the New Jersey Department of Education Title 18A, Chapter 38, Article 3 which states that every child between the ages of 6 and 16 years of age shall attend school regularly. Regular attendance shall be all days, and hours in which school is in session.

All children are to be at school by 7:30 a.m. and will be designated as late at 7:46 a.m. Kindergarten through 2<sup>nd</sup> grade will be dismissed at 3:15 p.m. and 3<sup>rd</sup> grade through 8<sup>th</sup> grade will be dismissed at 3:30 p.m.

All students who are put into the tutorial program must stay for tutoring until 4:15 p.m. for Kindergarten students and 4:20 p.m. for grades 1<sup>st</sup> through 8<sup>th</sup>.

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. If the weather is inclement parents are to come into the multi-purpose room and remain with their children until 7:30 a.m. The Gray Charter School is not responsible for any children before 7:30 a.m. There is no before or after school care.

Parental responsibility for pick-up after school is also an important matter that must be adhered to. All students must be picked up at their designated times. Any student that is not picked up within 15 minutes of their designated dismissal time will be charged \$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.

Instruction begins at 8:00 a.m. and the tutorial program begins at the times designated above. 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. It is suggested that parents make doctor and dentist appointments in the morning then bring the children to school after the appointment is over that same day.

### Absence Procedures

Students may not be absent more than 10 non-consecutive days for the entire school year.

The school will address attendance interventions regarding absences.

1. 1-4 absences: A call will be placed to the parent
2. 5-9 absences: A intervention meeting will be called between the parent and school staff.
3. 10 + absences: an attendance complaint may be filed, in this case the parent will be required to attend a Judicial Court Hearing. The parent is subject to penalties such as fines, warrant, or other penalties as deemed by the court.
4. Tardiness to school is considered a violation of the attendance policy. Each 5 records of student tardiness will be considered 1 student absence. Exp. 5 tardy records = 1 absence, 10 tardy records= 2 absences, 15 tardy records=3 absences....