



ALAIN LOCKE ATTENDANCE POLICY

Daily attendance is essential for academic growth and development. Parents are reminded that absences, tardiness, and early dismissals negatively impact academic performance and grades.

SCHOOL START TIME

Alain Locke opens daily at 8:00 a.m. for breakfast. Students should not be dropped off before 8:00 a.m. Every child should be in the classroom at 8:15 a.m.

END OF SCHOOL DAY DISMISSAL

All students are to be picked up promptly at 3:45 p.m., Monday through Thursday. Students are to be picked up promptly at 1:00 p.m. on Fridays to allow for staff development. As you know, it is very busy at dismissal time. Parents, please help us to ensure a safe and orderly dismissal for our children by assisting your child to your car. **Never ask a child to run across the street alone.**

All students will be released at 3:45 p.m. Monday through Thursday and 1:00 p.m. on Fridays. Staff will monitor students during dismissal and release students to parents during dismissal times.

Parents who wish to make other arrangements for their children to get home, must notify the school in writing. Students who are authorized to walk or take public transportation to their homes will be released during dismissal.

Unless a student has parent permission to walk home or take the bus, all students **MUST** be picked up during their dismissal time.

ABSENCES

All absences must be reported to the school by 9:00 a.m. the day of the absence. You may report your child's absence by contacting the school via phone. In your communication with the school, please explain why your child(ren) is/are absent.

EXCUSED ABSENCES

An excused absence is an absence for which there is a valid cause either known to the principal or principal's designee, including suspensions issued pursuant to the Alain Locke School Code of Conduct or attested by a letter (or note) signed by the parent or legal guardian setting forth such cause and approved by the principal or the principal's designee either before or after the date of absence.

Absences may only be excused for illness, doctor's appointments, or family emergency provided. An official medical note from the child's physician is required if the illness has caused more than two consecutive days of absence. If your child is ill or has any illness that will require excessive time away from school, medical documentation will be necessary for your child to return to school.



All students are expected to be in school unless they are ill, attending a funeral or an emergency occurs. Excused absences include:

- i. Illness;
- ii. Observance of a religious holiday;
- iii. Death in the immediate family;
- iv. Family emergency;
- v. Other situations beyond the control of the student as determined by the school, on a case-by-case basis, including but not limited to, homelessness and its attendance difficulties.

UNEXCUSED ABSENCES

An unexcused absence is an absence for which there is no valid cause either known to the principal or principal's designee. Excused absences are considered unexcused when not accompanied by written documentation such as a letter (or note).

Alain Locke reserves the right to identify the causes of unexcused student absences, especially if the student is chronically truant. This may include the principal or principal's designee interviewing the student and the parent guardian to identify the reason for the unexcused absences.

School support is available for students who are chronically truant. These services include, but are not limited to, parent conferences, student counseling, family counseling, or home visits. Parents/guardians who need support to ensure good student attendance at school are encouraged to reach out directly to the main office to set up an appointment with the principal or principal's designee to discuss options.

TARDINESS

Please note that the instructional day starts at 8:30 a.m. Students who arrive to the classroom after 8:30 a.m. are considered tardy. Any students arriving to the school after 9:00 a.m. will need to get a tardy slip from the office before being going to class.

Please make every effort to ensure that your child arrives on time, so he/she does not miss any instruction or disrupt the classroom.

EARLY DISMISSAL

Parents requesting an emergency early dismissal should, if possible, do so in writing, through the office. **An early dismissal should be requested only in the event of an emergency.** It is encouraged that all doctor and dentist appointments are scheduled before or after school hours.

EARLY DROP OFF

Students are allowed to enter the building at 8:00 a.m. for breakfast. Alain Locke Charter School is not responsible for students who are dropped off before that time.

AUTHORIZED ADULTS FOR PICK UPS

If you wish for someone else to pick up your child, we must receive a note from the legal guardian



dated and signed. Our staff can and will refuse to release your child to any person related or unrelated to you who has not been authorized in writing by the legal guardian to receive the child. **A phone call for authorization is NOT allowed.** Adults, other than the parent will be asked for identification to release the child.

Parents are required to update emergency contact forms during report card pick up meetings and report changes immediately to the School Manager.

ALAIN LOCKE ATTENDANCE COMMITTEE

The Alain Locke Attendance Committee and school administration collects and reviews chronic absence data monthly to determine what systems of support and resources are needed to engage chronically absent students and their families with the goal of encouraging the habit of daily attendance. The Alain Locke Attendance committee also identifies school-wide incentives in order to encourage strong daily school attendance.