

Renaissance Public School Academy 2016-17 Revised Attendance Policy

Our school day is from 8:00 a.m. until 3:25 p.m. everyday except Wednesday when we dismiss at 2:00 p.m.

In order to allow parents adequate time to get to work and for students to be prepared for the day to begin at 8:00 a.m. we open our doors each morning at 7:30 a.m. We provide free supervision from 7:30-8:00 each morning.

When students arrive they are to put their things in their locker and proceed immediately to the gym. To limit congestion in the halls and gym we ask that parents say their good-byes either at the locker or outside the gym doors.

At 8:00 a.m. each classroom will walk from the gym to the classroom with their teacher. Our instructional day begins at 8:00 a.m. Parents who wish to speak with a teacher are asked to make an appointment for another time during the day. The beginning of our day involves a Morning Meeting in each classroom which means the teacher is needed in the classroom and can not meet at that time. All guests must leave the building at 8:00 a.m. Parents who have made arrangements to be in a classroom as a volunteer must report to the office to sign in and receive a visitor badge if they plan to remain at school.

The front doors and the lobby doors will be locked at 8:00 a.m. **Students who arrive after 8:00 a.m. must be walked into school by an adult and signed in at the office by an adult.** Students who arrive at or after 8:00 a.m. are marked tardy for the day and must have a tardy slip to proceed to their classroom. The tardy slip is to be given to the homeroom/advisory teacher upon arrival before proceeding to their assigned class. Students who arrive after 8:30 a.m. are marked for a half day absence for the morning.

Families are required to call the school by 8:30 a.m. when a student will be absent or arriving late at school. Students who arrive late without a phone call to order a lunch will need to have a cold lunch from home with them when they arrive since hot lunch orders are called in at 8:30 a.m. daily.

Students who are signed out or leave for the day before 3:00 p.m. are marked for a half day afternoon absence. Students signed out between 3:00 p.m. and the end of the day at 3:25 p.m. are marked for an early out afternoon tardy.

Morning and afternoon tardies are considered one in the same. **The accumulation of 5 tardies will result in an additional day of absence for the student.** For example a student with three full day absences and 5 tardies would be considered having 4 full day absences on their attendance record.

In addition, **we will no longer allow students to be signed out between 3:00 p.m. and the end of the day at 3:25 p.m.** This time of day is crucial to the classroom community and should not be interrupted. The office will not make calls to the classroom at the end of the day unless prior written notice has been written in the student agenda for that day. Special exceptions may be made by the administration in emergency situations.