



Ark Community Charter School

762 River Street • Troy, New York 12180

Phone:(518) 274-6312 Fax:(518) 274-3615 Email:accs@arkcharter.org Website:www.arkcharter.org
Mary Theresa Streck, Principal/Director

ACCS ATTENDANCE POLICY

In order for children to do well in school, they must be in school as much as possible. It is the Ark Community Charter School's responsibility to create a welcoming and stimulating learning environment that fosters the academic development of each student. **It is the responsibility of the parent (or guardian) to make sure that the student is at school on time, well-rested and ready to learn each day.**

The ACCS day starts promptly at 7:45 a.m. and ends at 3:00 pm and the student's presence for the full day is necessary to receive the entire day's instruction. **Parents are strongly advised to schedule medical appointments outside of the school day.** If that is not possible, every effort should be made to return the student to school after the appointment or schedule appointments as late in the day as possible.

When a student must miss part or all of the school day, the school must be notified by a phone call or note. A parent/guardian must phone the school office (274-6312) before 8:30 a.m. on the morning that the student will be absent or late (or, preferably, by a signed note sent to school the day before). **A written note signed by the parent/guardian (or doctor) should be sent to school upon a student's return stating the date and reason for the absence. Any child who is late to school or is leaving school at other than the regular dismissal time must be signed in or out in by the parent/guardian or an authorized adult at the school office.**

The following is a list of **excusable reasons for absence, lateness or early departure when the parent sends in a written excuse:**

- Personal illness. A doctor's note is required if the absence is longer than five consecutive days. If there is a pattern of illness, a doctor's note is also required.
- Serious illness or death of a family member. A maximum of three days will be excused with a written note.
- Doctor's or other medical visits. A doctor's note is required upon return to school.
- Quarantine. A doctor's note is required upon return to school.
- Religious observances. Prior approval by the Director is required.
- Required court appearances. A maximum of three days will be excused with a written note.
- Impassable roads.

All other reasons for absence, lateness or early departure from school, including car problems, missing the bus, out-of-town family travel, family illness, spending time at home with family members **are not excusable reasons.**

When a parent does not notify the school of the lateness or absence of their child, we will attempt to contact the home.

After a pattern of unexcused absence or lateness, the Principal will send home a warning letter. **This warning letter will be part of the student's permanent record.** If the student's attendance does not significantly improve, ACCS will make a formal filing with social services or the probation department for educational neglect and/or not promote the student to the next grade.

We hope you share our belief that consistent attendance is one of the keys to school success. Working together as partners, we can make sure your child gets the best education possible.

WITHDRAWALS

If you withdraw your child from ACCS, please let us know the new school your child will be attending. A withdrawal form may be obtained at the office. Upon your registration at the new school, we will be notified and records will be sent.