

Excellent attendance is the first step to your child's success at E.L. Haynes!

And, it's the LAW: In the District of Columbia, children between the ages of 5 and 18 are required to attend school in accordance with the Compulsory School Attendance Law.

"Issuance of rules regarding enforcement of school attendance requirements for all schools, including public, public charter, and private schools, pursuant to Article II, § 6 of An Act to provide for compulsory school attendance, for the taking of a school census in the District of Columbia, and for other purposes. State Education Office Establishment Act of 2000, Section 6(b)(3)."

Attendance is crucial for your child's success at E.L. Haynes. Consequently we expect students to be at school every day, on time, for the entire school day.

In the case of a necessary absence: Parents and guardians should **call** the school at (202) 667-4446 as early as possible if their child will not be attending school.

Students who are absent or tardy must bring in a doctor's or a parent/guardian note stating: 1) the date of the absence, 2) the reason for the absence, 3) a phone number where a parent or guardian can be reached, and 4) the parent/guardian's signature. The note must be turned in to the Front Office, no more than 24 hours after the absence. See School Policies section of the Family Handbook to see what type of absences are excused or unexcused.

Absent students should get their assignments for the day(s) they miss. If the absence is anticipated, the student should get the homework beforehand and should submit the homework the day he or she returns. Even if the absence was not anticipated, students should be prepared to take any quiz or test previously announced, get the missed homework, and speak to their teacher about its due date.

If there is a possibility that your student will be absent for an extended period, you must contact his or her Principal immediately. An extended absence may jeopardize a student's continued enrollment.

On-Time Arrival and Tardiness: Students should arrive at school by 8:20 a.m. so they are in their classrooms ready to learn at 8:30 a.m. A student who arrives late misses learning and interrupts the teacher and classmates. Students who arrive after 8:30 a.m. are late and will be marked tardy.

Weather, traffic, or a train being late is not an acceptable excuse for being late to school. The only exception is when trains or buses are late by 20 minutes or more and that delay can be confirmed by public transportation officials.

Late Arrival (after 8:45 a.m.) and Early Departure (before 3:30 p.m.): In order to be dismissed early, a student must give the Front Desk a note signed by a parent/guardian with the date, contact number, and stating the reason for the early dismissal when he or she arrives at school.

If a student arrives late to school, **the student must be signed in my his or her parent** or turn into the Front Office a note with the date, parent/guardian signature, the reason for the lateness, and the parent/guardian's phone number.

We realize that students have doctor, dentist and other necessary appointments. Parents/guardians should make every effort to schedule these for Friday afternoons after 1:00 p.m., weekends, vacation days or other times when the student does not have school.

Chronic Absenteeism and Tardiness: According to District of Columbia truancy policy, more than ten (10) unexcused absences in a year warrant immediate referral to Child and Family Services. More than fifteen (15) unexcused absences in a year will lead to a Truancy Court referral.

Ten (10) unexcused absences (including compounded chronic tardiness) OR fifteen (15) excused absences without adequate medical explanation in any year may result in a student **repeating the year**. Thirty (30) unexcused absences in the same year will require that the student repeat the grade level.

Four (4) unexcused absences or nine (9) tardies in a quarter requires a Family Intervention Meeting with a school administrator, parent/guardian, and student. A student with five (5) unexcused absences in a year must be referred to the Academic and Social Student Support (AS3) Team.

All of the above information is in the School Policies section of the Family Handbook which was sent to each family in July 2009 and is posted on our school website: www.elhaynes.org. If you need another copy, please see the Front Desk.

If there is an anything that we can do at E.L. Haynes to help you in supporting your child's attendance, please contact Ms. Hood, the Director of Family and Community Outreach, at bhood@elhaynes.org or (202) 667-4446. Her office is next to the lobby.