



EXECUTIVE EDUCATION ACADEMY CHARTER SCHOOL

555 Union Boulevard | Allentown, PA 18109
610-841-7044 | fax 610-841-7187 | www.ee-schools.org

Greetings Families:

This letter is to address the attendance and lateness issues we currently have within our organization by providing additional supports and establish a means of accountability for our families that do not conform to our policies.

Absences are considered unexcused if a valid, signed excuse blank is not submitted within three (3) days of the absence.

A student is considered late if they arrive after **8:00 AM**.

An early dismissal occurs when a student is picked up prior to **3:00 PM**.

The cutoff for Early Dismissals is **2:30 PM** every day except for Wednesdays when it is **12:30 PM**.

Latenesses and Early Dismissals

- *10 Parental Excuse Notes will be accepted per academic year. After that, only a doctor's note will be accepted as a valid excuse.*
- *If a student arrives after 10am they will not be able to participate in after-school activities or athletics for THAT day.*
- *If a student incurs more than 10 unexcused latenesses or early dismissals in a quarter, they will not be able to participate in after-school activities or athletics.*



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Absences

3 Unexcused Absences

- **3-Day** Unexcused Absence Letter to household is issued.

6 Unexcused Absences

- Hand Delivered **6-day** letter will be issued and a Student Attendance Improvement Conference (**S.A.I.C.**) Meeting will be scheduled by Mr. Acevedo. That meeting will be comprised of School Police Officer Szafranski, your child's Team Leader, the Chief School Director (CSD), classroom teacher (if possible), parent/guardian and student (case by case basis).

10 Unexcused Absences

- A citation will be issued by Mr. Acevedo for the family to appear before the Local Magistrate and may face fines of up to \$750.

What is the Student Attendance Improvement Conference (S.A.I.C)?

The Student Attendance Improvement Conference is a scheduled meeting by Mr. Acevedo to address habitual attendance issues and devise a collaborative improvement plan. The goal is to identify solutions to ensure regular school attendance and school success for that student.

*Attended by Safety Officer Szafranski, Team Leader, classroom teacher if possible, parent/guardian and student.

***Compulsory School Attendance, Unlawful Absences, and School Attendance Improvement Conferences**