

Attendance and Tardiness Policy

Attendance and tardiness is strictly enforced. Failure to comply with stated guidelines will result in the student's removal from the school.

Attendance:

The following procedures are in place for monitoring student absence. If your child is absent for ten consecutive school days or absent intermittently fifteen days they will be transferred to their neighborhood school.

ABSENCE

Day's 6-9 Phone calls from the school office/District will be made unless absence is reported.

Day 10 Attendance officer may visit home to review child's attendance status. A letter is sent home by administration notifying parents of the number of absences. Meeting with Attendance Task Force, parent, and child will be arranged. Parents may document extenuating circumstances at this time.

Day 12 A letter will be sent home informing you that your child will lose his/her place at magnet school upon their fifteenth day of absence. The Attendance Task Force will update and review the case.

Day 15 Child will be transferred to their neighborhood school.

Tardiness/ Early Dismissal

The following steps are in place for student tardiness and early dismissal. Please remember that students must report to school before 7:30 (K-8) and 8:20 (PK) a.m. and are considered tardy at 7:40 and 8:30 a.m. accordingly. Students arriving late due to bus complications will not be counted as tardy.

Day 5 Phone call and/or letter will be sent out notifying parent/guardian as to the number of tardies and that student is in danger of losing his/her place at magnet school on day 15.

Day 10 Meeting with Attendance Task Force, parent, and child will be arranged. Parents may document extenuating circumstances at this time. Attendance Task Force will review case and attendance pattern.

Day 12 A letter will be sent home informing you that your child will lose his/her place at magnet school upon their fifteenth day of tardiness. The attendance officer may make a visit to your home to insure you understand your child must report to school on time or they will be transferred to their neighborhood school. The Attendance Task Force will update and review the case.

Day 15 Child will be transferred to their neighborhood school.

Please understand that this policy is intended to give your child the benefit of our magnet program. Students who miss time from school are missing valuable school experience. If you have any questions regarding this policy, please do not hesitate to contact our guidance counselor.



Olga Hugelmeyer, Ed. D.
Superintendent of Schools

Howard Teitelbaum
Principal

Contract of Commitment to Dr. Orlando Edreira Academy, School No. 26

We _____ (student name) and _____ (parent/guardian name (s))
commit to the following standards for the 2025-2026 school year.

We understand that:

- Dr. Orlando Edreira Academy is an extended day school. School operates from 7:30 AM (8:20 for Pre-K) to 3:00 PM for a 180 day school year. The school year may be extended if snow days or emergency days are utilized.
- Dr. Orlando Edreira Academy, its faculty, students, and community are committed to the International Baccalaureate program and will work tirelessly to embrace and embody all of its requirements, policies, ideas and ideals promoting internationally minded students whose goal is to make a better world for all.
- All students must meet district/school discipline policy standards of behavior and discipline.
- It is my responsibility to ensure that my child attends school on a regular basis and adheres to the discipline and academic policies at the school. Students will lose their spot at magnet school and be transferred back to their neighborhood school under the following circumstances:

All students must maintain satisfactory levels of attendance.

- Fifteen instances of arriving to school late (i.e. after 7:30 AM or 8:20 for Pre-K) and/or early dismissal (before 3:00 PM)
- Unexcused absences of ten consecutive days or fifteen intermittent days
- More than 9 absences may require the student to attend summer school

All students must wear appropriate uniforms at all times.

- Gym attire must be the appropriate uniform t-shirts, sweatpants or shorts.
- Six instances of student failure to wear the full school uniform may result in a transfer to their neighborhood school.

By signing this contract, my child and I agree that he/she must adhere to all rules and guidelines set forth in the student handbook. Students sign beginning in grade 6.

Parent/Guardian Signature

Date

Parent/Guardian Name (print)

Student Signature

Date

Student Name (print)

PLEASE RETURN THIS COPY TO THE SCHOOL.



Olga Hugelmeyer, Ed. D.
Superintendent of Schools

Howard Teitelbaum
Principal

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Date

Parent/Guardian Name (print)

Student Signature

Date

Student Name (print)

PLEASE RETAIN THIS COPY FOR YOUR RECORDS