

Attendance Information

Parents and students,

Please visit our school website (www.nweccharter.com) to read more on the school rules and policies. Under “Parents” and the section “Students” you will find the **Student Handbook**. Thank you for supporting our school!

PICKING CHILDREN UP EARLY

*ANY PERSON(S) REQUESTING ACCESS TO A CHILD MUST BE PREPARED TO SHOW ID TO SCHOOL STAFF **AT ALL TIMES**.* A parent/guardian or designated person from the emergency contact list must check in at the office before picking up a child. Persons picking students up early will be required to show photo identification to the office personnel before the child is released. If the child returns to school from an appointment, please make sure that you come to the office to sign them back in.

We ask that families please respect academic time and not interrupt the class for non-emergency situations. **School ends at 3:30pm** and **that is why we ask that anyone requesting to leave after 2:00pm, that you please have a doctor’s note to confirm appointments or speak to an Administrator.** If there are more than 5 early releases that are not approved, the student may face truancy consequences and a special conference with the parents may be arranged to discuss a plan.

The person picking the student up will need to sign the Student Sign Out Log and will wait in the office for their child. Please DO NOT pick them up from the classroom, unless notified to do so.

AFTER SCHOOL PICKUP

Any students, not participating in after-school clubs, must be picked up by 3:45pm. **Parents must notify school if students will be picked up after 3:45 pm.**

If students are not picked up and arrangements have not been made by 4pm, the school will use the following procedure:

- * The school will call the contact numbers listed for said student after 3:45pm
- * If we are unable to make contact, the school will attempt again at 4:00pm
- * **If still no contact is made, the school will put the student in the after-school care and parent will pay \$5 daily fee.**
- * If still no contact is made, the school will notify the police department unless arrangements have been previously made.

LATE ARRIVALS

It is very important for students to be punctual. Being on time for school helps prepare students for their future. *Late students have a disruptive influence on the class* when they enter after classes have started.

Tardies are unexcused unless the student is late because of a medical appointment and the school was notified in advance. Otherwise the tardy counts against the student and they will be disciplined.

It is strongly recommended that all doctor, dental, and other appointments be scheduled outside of school hours. In case this is not possible, please bring a doctor's note to the office when you sign your child into school.

EXCESSIVE ABSENCES

Any student who is **absent five or more times** during the school year will be considered excessively absent. Excessively absent students will be offered an opportunity to make-up work within two days of the absence. In addition to make-up work, the principal may use any of the following interventions to resolve the attendance problem:

- Behavior contract put into action
- On-going teacher intervention
- Conference with student and parent
- Involve truant officer and possibly cite for excessive absences
- Short-term suspension (three to five days)
- Suggest enrolling in a home school or place in a school closer to residence
- Long-term suspension/expulsion to the end of the instructional cycle or school year
- State Law: "80% or less attendance can be retained" A.R.S. §15-701/ §15-521.

TRUANCY

A child who is habitually truant as defined in this section may be charged with being an incorrigible child as defined in section 8-201 and subject to court action.

1. "**Habitually truant**" means a child who is truant for at **least five** school days within a school year.
2. "**Truant**" means an **unexcused absence for at least one class period during the day.**
3. "**Truant child**" means a child who is between six to sixteen years of age and who is not in attendance at a public, private, or charter school during the hours that school is in session, unless excused according to the attendance section of this handbook.
 - Parents can be issued a citation for contributing to the delinquency of a minor.
 - Students can be issued a citation.
 - The school can be fined or lose funding for not enforcing truancy laws.

Dress Code Information

DRESS CODE

All clothing must meet this dress code while students are on campus from the time they arrive on campus until the time they leave the campus to go home. All students are required to adhere to this dress code during field trips and other school sponsored activities.

IT IS BOTH THE PARENTS' AND THE STUDENTS' RESPONSIBILITY TO ENSURE COMPLIANCE WITH THE DRESS CODE. ALL FINAL DECISIONS REGARDING APPROPRIATENESS OF THE UNIFORM, HAIRSTYLE, HEADWEAR, SHOES, OR APPEARANCE IN GENERAL IS LEFT TO THE PRINCIPAL.

SHIRTS:

School issued polo shirt, with logo, must be purchased from the school. (Financial assistance is available for those who qualify) School issued polo shirts come in two colors: navy blue and maroon*. Shirts must fit properly. They may not be over-sized or too tight. Female students' shirts must be buttoned to cover cleavage.

PANTS:

Pants must be the classic style (i.e. Dockers/ Dickies/French Toast/Levi Jeans – other classic brand names allowed). Colors for all grades are khaki, navy blue, gray, or black. No designs, studs, sequins etc. allowed. Holes, tears, or frayed hems are not permitted. Solid colors only. Pants must sit at the waist and not be over-sized or tight. **NO STRETCH OR CARGO JEANS/UNIFORM PANTS ALLOWED!** Students in the kneeling or squatting position should not be revealing underwear or buttocks. (see belt policy below)

SHORTS AND SKIRTS:

Shorts must be the classic style (i.e. Dockers/ Dickies/French Toast/Levi Jeans – other classic brand names allowed). Colors are khaki, navy blue, gray or black. Solid colors only. No designs, studs, sequins etc. allowed. Holes, tears, or frayed hems are not permitted. Shorts and skirts will be measured from a sitting position and the hem must measure no more than five inches from the middle of the knee. Skirts may NOT have slits up the sides, in the back, or front. Shorts and skirts must sit properly at the waist. They may not be oversized or tight. **NO STRETCH OR CARGO SHORTS/SKIRTS ALLOWED!** (See above policy for belts)

SHOES:

Shoes must have closed toes and cover the feet. Appropriate shoes are athletic shoes (laced or Velcro) or dark flat casual shoes. We prefer rubber soled for safety on stairs. **No sandals, flip-flops, platform shoes or military style boots are to be worn.** Athletic shoes must be laced and worn with socks.

JACKETS AND SWEATSHIRTS:

Any jacket or sweatshirt worn inside the building must be of a solid color. Jackets and sweatshirts must fit properly. They may not be oversized or too tight. There cannot be any oversized logos, inappropriate pictures, slogans or quotes on them.

Please put the student's name inside jackets and sweatshirts in case it is lost.

JEWELRY:

Jewelry should be minimal, not excessive, worn in good taste and not be distracting.

Male students may wear a watch and/or ring only. Necklaces are to remain under the shirt and the shirt buttoned up. It may not be visible while on school grounds.

No earrings or other body piercing jewelry may be worn on male students while on school grounds or at school activities.

Female students' earrings are to be worn in the earlobes only. No other piercing jewelry may be worn.

Students may NOT wear leather bracelets, chains or any other extreme jewelry.

Chains attached to wallets are prohibited.

Tattoos and other forms of body decoration are to remain covered at all times while at school or at school sponsored activities.

HATS, CAPS, BANDANAS AND SUNGLASSES:

No hats, caps, bandanas or sunglasses may be worn inside the school building. Hats and caps are to be worn in the proper position, not backwards, sideways or diagonally. Hats, caps and sunglasses are to be removed immediately upon entering the building. These items are to be kept in the locker or cubby during school hours. Students may not wear bandanas at lunch or recess.

MAKE-UP

Female students in grades K-5 may not wear make up to school at any time. Chap stick is acceptable. Female students in grades 6-8 may wear make-up in moderation. The make-up should compliment skin tones and be in natural skin tone colors. Black lipstick and excessively dark eye shadow are not acceptable and may not be worn. Make-up should be minimal, worn in good taste and not be distracting.

Male students are not allowed to wear feminine beauty products at any time. These include nail polish, lipstick, eye shadow or other forms of make-up.

DRESS DOWN DAYS/SCHOOL SPIRIT DAYS

Dress Down days will occur every third Wednesday of the month. The cost to dress down is \$1.

Students can wear modest non-uniform shirts, pants, shorts, or skirts/dresses. No tank tops or spaghetti straps or sleeveless shirts. All students are expected to maintain modesty during dress down days as well. School Spirit Days are every Friday and students may wear ANY shirt with NWECC logos or writing.