

Important Student & Parent Information

STUDENT REGISTRATION

Parents of a child enrolling in the Enterprise Charter School must present an enrollment application, birth certificate, immunization records, and proof of address. If students are transferring from another school, please also bring the most recent report card.

SCHOOL DAY

The school day begins at 8:50 a.m. with classes for all grades beginning at 9:20 a.m. Monday through Friday. Dismissal for grades K-8 is 3:42 p.m. for walkers and pick-ups and 3:42 p.m. for students riding busses. There is a before school program beginning at 7:00 a.m. as well as an after school program ending at 5:30 p.m. Breakfast (served until 9:15) and lunch will be available in the school cafeteria.

ATTENDANCE / ABSENCE / TARDINESS (LATE)

Attendance Policy

The Enterprise Charter School staff recognizes parents and guardians as partners in students' academic achievement and social development. As a school community, we need to work with parents to insure students attend school daily and arrive on time. We also believe that parents model successful behavior and high expectations by ensuring students have good attendance.

Our Policy

When a child is going to be absent from school, the parent or guardian should contact the school in the morning to report the absence. When a student is absent and the school has not been notified, a school representative will call the parent/guardian to notify the family regarding the absence and ask for the reason.

After five unexcused absences, the school will send a "First Notification of Truancy or Excessive Absences" to the parent/guardian, along with a copy of the student's record of absences. Parents/Guardians may request a school meeting at this time to discuss the student's academic progress and create a plan for making up missed assignments. After eight unexcused absences, the school will request a school meeting or a home visit to discuss reasons for the absences and to work with parents/guardians to create a plan to improve attendance and to make up missed assignments. Students who miss 10% of school days are classified chronically truant. At Enterprise Charter School, our school year is 192 days. When a child misses 19 days, they have chronic truancy.

The Law

According to New York State Law, a legal absence from school includes absence or tardiness due to personal illness, death in the family, dental/medical appointment and religious observance. Some examples of unexcused absences from school include: visiting family members, staying home due to missing bus or oversleeping, staying home to assist a parent, going on a recreational trip, and a student's refusal to attend school.

New York State Law states, under the Educational Neglect clause, a parent or guardian who does not ensure that his/her child attends school regularly can be found to have neglected the child. As mandated reporters, Enterprise Charter School staff is required to report child neglect to Child Protective Services. All students who have 19 unexcused absences will result in a school staff member reporting each case of chronic truancy.

NYSED / P-12 / OSI / SSS / Pupil Personnel Services

Illness/Excuses/Tardiness (late)

If a child is going to be absent, their absence should be called into the office at 855-2114 x9000 by 10:00 am. If you get the voicemail, please leave the child's name, classroom, and reason for absence on the recording. If we do not receive a call, school personnel will attempt to contact the parent/guardian to verify the absence.

If you know your child will be tardy due to a medical appointment, or other reason, please send in a note to the classroom teacher.

When a child is absent or tardy, it is required for them to return with a written excuse. Excuses should include the date of absence or tardiness, reasons for the absence or tardiness, and be signed by a parent or legal guardian. Absences with no written excuse will be considered unexcused.

EARLY DISMISSAL

If a child needs to be dismissed early from school, parents should send a note on the day of the early dismissal with the time and reason. The parent/guardian or designee must come to the front desk to pick up the child. If the parent/guardian designates another person to pick up the child, they should name the person in the note. Identification may be asked for if necessary.

MEDICATION

According to New York State Health Department Law, any medication to be administered in school must be brought to the school nurse by an adult, in the original bottle or container in which the medication was purchased or prescribed. It is also necessary to receive written permission from the parent/guardian and physician before any medication is given. This policy includes prescription as well as over-the-counter medications. **Under no circumstances should a student be transporting or administering medication of any kind.**

COMMUNICABLE DISEASES

When a contagious disease is reported in a classroom, a notice will be sent home with each student in that class. If your child is diagnosed as having a communicable disease, please inform the school nurse.

Any child with an unidentified or suspicious rash, temperature of 100 degrees, vomiting, or severe earache should be kept at home until diagnosed and/or treated. A student who comes to school with these symptoms will be sent home in accordance with the School's policies and procedures.

PHYSICAL EXAMS

New York State education Law requires that all new entrants, and all students in grades K, 2nd, 4th, and 7th to have a completed physical. Physicals performed no longer than 12 months prior to the 1st day of school are acceptable. This is a mandated order from the New York state and must be provided within the first 2 weeks of school. If you cannot get your child's physical done within that timeframe, you must provide the health office with a copy of you appointment card for your scheduled physical.

We are also asking if you would provide a dental health certificate to our school health office in addition to your child's physical. **SUBMISSION OF DENTAL CERTIFICATE IS OPTIONAL.**

As a part of the mandated school health examination, a student is weighed and measured. These numbers are used to figure out the student's body mass index or BMI. A sample of schools/districts will be selected to take part in a survey by the NYS department of Health. If our school is selected to be part of said survey, we will be reporting to the NYS Department of Health about our weight status groups. This information is a summary and not personal. No names and no