



Drop Off, Pick Up, Absence, Late Fees Policies

As-Salamu-'Alaykum Dear Parents,

On behalf of our Faculty and Staff, we are so happy to have our students back on campus. For student safety and maximum school security, we are sharing the the following policies and procedures for your careful review and generous compliance:

Drop Off:

- Drop Off lane opens from 7:37am- 8:00am
- All parents must drop off their children through the carpool line
- Dropping off earlier or at the front desk is not allowed at this time
- **Parents will be charged an early drop off \$15 fee per child per day** before 8:01am and reminded to only drop off through the dismissal line
- If something must be given to the teacher, please drop off at the front desk anytime after you drop your child off at the driveline or before 3:15 p.m. Teachers will be informed and will pick it up at their convenience.
- To maximize school security this year, **all teacher meetings, classroom visits, or school volunteering needs to be approved through a formal teacher/admin email** copying the parent and the front admin office@goodtreeacademy.org one day in advance
- All parents need to sign up and pick up a visitor's badge before entering the school

Dismissal:

- Dismissal Lane opens at 3:30pm - 3:50pm
- **School office will not service any visitors or parents from 3:15-4:00 p.m.** to maximize school security and all parents need to pick up students for doctor appointments or all school wide meetings will have to be scheduled before 3:15 p.m.
- Forgotten items (e.g., student lunch bag, water bottles, etc.) can be picked up after 4:00pm or the next day
- **Late Pickup Fee after 4:00 p.m. will be \$5 per 15 minutes**

Tardies:

- **Students who arrive after 8:01 a.m. will receive a Tardy Slip**
- Parents should make sure students who are dropped off at the front office get through the double doors before driving away (our security guard will be present at the door)
- Starting at 8:15 a.m., parents will have to come to the front desk to sign students in
- **Unexcused tardies** are those that are within the control of the individual, such as oversleeping, leaving late from home for school, general traffic delays, etc.
- **Excused tardies** are only those that are beyond the control of the parent or guardian, such as a flat tire, car breakdown, extreme harsh weather, or unexpected road construction
- 6 unexcused tardies in one grading period are reported as 1 absence on the attendance record.



Absences:

Student absences *in the beginning of the school year by joining school late or at the end of the school year by leaving the school early* are considered **Unexcused Absences** on the report card and may not be eligible for any make up work.

- **Excused**- Valid excuses for temporary non-attendance (upto 10 days every year) are as follows provided the evidence of the excuse is submitted to the school within 5 business days:
 - Student illness
 - Death in immediate family
 - Medical or dental appointments
 - Court appearances
 - Illness of immediate family member (at the Principal's discretion)
 - Hajj and other mandatory educational or religious activity approved in advance by the homeroom teacher, department chair, and the Principal given the student/parent takes responsibility of the make up work (**generally can not be scheduled the first or the last two weeks of school**)
 - Participation in school sponsored/approved activities
 - Other urgent circumstances that may be excused at the Principal's discretion
 - **Make up work** – Students will be given **10 days upon return from an excused absence for full credit.**
- **Unexcused**- Absences for any reason not listed above as excused absences will be considered unexcused and any make **up** work will be marked late with maximum 70% grade allowance.

Sincerely,
Maaheen Jawaid
Communications and Resource Officer
Good Tree Administration