



EXCEL Academy Public Charter

Prince George's County Public Schools



Monique Reese
Academic Facilitator

Chien Nee
Principal

Denise Johnson
Founder

Dear EXCEL Family,

On March 29th, we had the privilege of meeting with stakeholders regarding EXCEL's Attendance Policy for our students. We heard your concerns during the meeting, and the team (Mr. Nee, Principal; Mrs. Reese, Academic Facilitator; Ms. Bennett-White, Registrar; Mr. Akinyele, Middle School Counselor; Ms. Caldwell, Elementary Counselor, and Mr. Burton, Parent Engagement Assistant) met and conversed immediately to help clarify the language and schedule that students will follow for the 4th quarter of this year as well as school year 2018-2019.

Please note that students are expected to **arrive on time** and attend school regularly. An excused absence is defined as: Illness, death in the immediate family, quarantine, court summons, observance of religious holidays, state emergency, school approved work or activity, and suspension.

Students must provide a written note from his/her parent or guardian stating the reason for the absence. Any absences other than outlined above will be considered unexcused/unlawful absence.

School Hours:

7:30AM: Doors open for students. All students are expected to arrive by **7:50AM**

7:30AM – 7:50AM: 6th - 8th grade students will have breakfast in the multipurpose room upon arrival.

7:50AM – 8:00AM: Breakfast for K - 5th grade students in the classrooms

8:00AM – Instruction begins in the classrooms

8:01AM: Students are considered tardy

Student Dismissal: 2:15PM Elementary

Student Dismissal: 2:30PM Middle School

After 2:45PM, students' parents will be contacted by utilizing numbers in SchoolMax and their emergency contact form. Please make sure you have completed and updated your emergency contact form this school year. Parents, please be on time for pick up, as late pickup affects our students' physical, social, and emotional well-being. Always have a Plan A, Plan B, and Plan C when it comes to the safe pickup of our children. If students are not picked up on time, students will be directed to after care, and there will be a drop-in fee of \$25. If a student is picked up late multiple times, other actions may be taken by the school's administration to ensure the physical, social, and emotional wellbeing of our students. We thank you in advance for your continuous support, in working together to ensure our students receive the best possible education and care from all of us.

Sincerely,


Chien Nee, Principal