Sejong Academy
Dismissal and Closure Policies

I. GENERAL STATEMENT OF POLICY

Regular Dismissal Policy
Sejong Academy students are dismissed at 3:35 p.m., unless participating in the after-school program. If they are, busses arrive at the school to pick up students at 5:00. Children are to report directly home unless prior arrangements have been made with their parents to do otherwise (e.g., visit a friend’s home) and this has been clearly communicated (in writing or verbally) to the school office by the student’s parent/guardian. Students will only be released to school transportation or parent, legal guardian or duly authorized representative.

All students in the building following dismissal must be supervised by a Sejong teacher or staff member to ensure their safety.

Late Arrival and Early Dismissal Policy
Sejong Academy and the Board recognize that from time to time compelling circumstances will require that a student be late to school or dismissed before the end of the school day. As the agent responsible for the education of the children of the school, Sejong Academy requires that the school be notified in advance of such absences by written/verbal request of the student’s parent/guardian, which shall state the reason for the tardiness or early dismissal. Acceptable reasons may include:

A. Medical, dental, counseling, other appointments that cannot be scheduled outside of school hours;
B. Student illness or injury;
C. Requirements of a student’s individual health care plan;
D. Alternate short or long term accommodations for students with disabilities;
E. Medical disability;
F. Family emergency;
G. Court appearance;
H. Such good cause as may be acceptable to school administrators

No student shall be permitted to leave the school unless s/he is met by his/her parent, a person authorized by the parent to act on his/her behalf, or contracted transportation services.

Unanticipated Early Dismissal or Closure
On occasion during the winter months, weather conditions may necessitate early dismissal. Sejong Academy’s commitment is to keep families, staff, and the community informed of weather-related school closings and cancellations as quickly and thoroughly as possible. Due to logistical issues, in no case would Sejong Academy have a late-start.

The decision to close early will be made by 10:30 a.m.
The decision to cancel a school day will be made by 7:00 a.m.
Each parent/guardian and staff/teacher will be informed of an early closing or school closure via:
- Email, if one is registered with the school
- Phone call or text messaging
- Posting on Sejong’s website (www.sejongacademy.org)
- Posting on Sejong’s Facebook page (https://www.facebook.com/Sejong-Academy-127410193950989/)

II. RESPONSIBILITY FOR ENFORCEMENT OF POLICY

The Executive Director shall have the responsibility of ensuring that students and parents/guardians comply with this policy, and undertaking notifications of early dismissal or closures.

HISTORY

Approved & Adopted 2/27/2017