

Attendance Policy

Check-In and Check-Out Policy

Information about Sunday Check In and Friday Check Out.

As a college-preparatory boarding school, our programs are designed to prepare students academically and socially for college and beyond. Part of that process includes ensuring that all students have an opportunity to prepare mentally and physically for the school week starting on Sunday evening. At the conclusion of a weekend with parents and families, SEED PCS students return to campus, catch up with friends, and organize themselves and their school materials for the week.

Sunday Check-In

Check-in for Middle School students' is between 7:00pm-8:00pm and for Upper School students between 8:00pm-9:00pm, unless you're also checking in a Middle School sibling. *(Please also review your SEED School calendar for time changes)* Parents who are unable to arrive during these times must notify the Student Life Overnight Supervisor for the dorm between 5:00pm-7:00pm. (Brown Hall: 202-248-7773 x3036 / Marshall Hall: 202-248-7773 x5077).

Only excused absences will be permitted to check-in the following morning between 6:00am-7:30am. No exceptions (see Student-Parent Handbook pgs 10-11)! Check-in following an unexcused absence is permitted during the hours of 3:30pm-5:00pm only.

Friday Check-Out

Middle School students must be checked in/out by a parent/guardian. All students must be picked up by 6:00pm. Upper School students, who have parent authorization to self-check-out, must remain inside the building for a ride or until the van departs. Students walking home or to the Metro must leave campus immediately after they have signed out.

Excused and Unexcused Absence Policy

Students are required to be present during all program hours. As a boarding school, The SEED Public Charter School does not distinguish between academic and student life program hours. If a student has an unexcused absence during the Sunday evening check-in, the next available check-in time is on Monday morning between 6:00 am and 7:30 am. After 7:30 am, if a student has not arrived, they will incur an unexcused absence. (SEE "Check-In and Check-Out Policies" for more information.)

- Any student who has missed 7 consecutive days without an excuse may be dropped from The SEED PCS enrollment.
- A student who has over 15 unexcused absences for a given school year will not be promoted to the next grade and/or may be dropped from The SEED PCS enrollment.
- A student who is absent from a course 15 or more times without an excuse will receive a failing grade and no credit for the course.
- A student who has over 25 absences (excused or unexcused) for a given school year will not be promoted to the next grade and/or may be dropped from The SEED PCS enrollment.
- Once a student has missed 3 Sunday check-ins, a parent meeting will be held. Additional missed check-ins may result in other disciplinary actions.

Attendance Policy

If a student accrues absences in any of the following ways he or she will be considered truant and referred to the Child and Family Services of the District of Columbia (if 13 years or younger), or to The Court Social Services Branch of the Superior Court of the District of Columbia:

1. 25 or more unexcused absences at any time within one school year
2. 10 unexcused absences within a semester
3. 10 consecutive unexcused absences
4. Any time educational neglect is suspected

A student will have the right to petition to the Head of School, given the nature of the excused absences, if they are being recommended for a growth year or dismissal.

Inclement Weather Policy

In the event that severe weather is anticipated in the DC metropolitan area, SEED administrators will review all available information and determine if an immediate school closing is necessary. Our decision to close or remain open is not determined by guidelines used by DC Public Schools or by the Federal Government. During these times we will however take into consideration the overall safety of our students, the predicted time of the storm, any known weather conditions that could impede travel for SEED staff and parents, as well as the feasibility of a power outage on campus. Once a decision is reached, we will communicate with families by phone (through our automated system), website, [Facebook](#), Twitter, or Network TV. We may also use the automated phone system to communicate the process and timeline for checking students back into campus.