

Charter Arts Attendance Policies and Procedures

At Charter Arts, students are expected to attend school each day. It is integral to the creative and academic success for each and every student. The following attendance procedures have been created to ensure student success and participation in their core and artistic classes.

Absences from School

- A list of lawful (acceptable) or excused absence reasons appears in a [chart below](#).
- All attendance documentation will be required within three (3) days of return from absence and, when possible, on the approved **school absence template** available online and in the Main Office. All notes must be legible and include a parent/guardian's signature.
- Any excuse documentation turned in during the 3 day window from the day of the absence and that states a lawful (acceptable) reason will be modified to an excused absence in Powerschool.
- Any absence where an excuse documentation is not turned in within 3 days will be deemed unlawful for students under 17 or unexcused for students over 17 and will accumulate. These absences may be subject to new truancy procedures as stated in [Pennsylvania's new Trancy Law](#).

Unlawful/Unexcused Absences

Parents will receive the below *Warning Letters* when a student has accumulated 3,6,10, and 20 total unexcused absences.

3rd Unexcused Absence

- Warning letter sent home
- District of residence contacted for possible truancy charges

6th Unexcused Absence

- Warning Letter sent requesting the parent schedule a Student Attendance Improvement Conference (SAIC)
- District of residence contacted for possible truancy charges

10th Unexcused Absence

- Letter sent home from grade level AP/Admin
- Possible referral to SAP team
- Physician note required for illnesses

10th Unexcused Absence, CONTINUED.

- District of residence contacted for possible truancy charges
- After school detention
- Loss of outside privileges at Administrative discretion

20th Unexcused Absence

- Letter from Principal sent to family
- Possible referral to SAP team
- Physician note required for illnesses
- District of residence contacted for possible truancy charges
- After school detention(s)
- Loss of outside privileges at Administrative discretion
- Potential loss of performance opportunities

Mission Statement

The Lehigh Valley Charter High School for the Arts provides a unique environment that fosters a creative, rigorous academic approach to learning and a development of talents in the arts. Built on passion, discipline and a commitment to excellence, this integrative educational experience inspires all students to believe in who they are and in what they can accomplish.

Tardy to School

- Students must report to first period by 7:40 AM or will be considered tardy and must present a pass from the Main Office (bus or late pass) to their first period teacher.
 - Late bus passes are considered excused tardies.
- Students will be given 10 parent excused tardies per year (with parent note).
- Parents will be required to submit notes for excused tardies the same or next day.
- If a student arrives more than 60 minutes after the start of the school day, the day will be counted as half day absence.
- A list of [interventions for excessive tardiness](#) appears below.

Parent Pick Up Procedure:

- When a student is going to be picked up early, please send a note with the student to be handed in to the Main Office in the morning.
 - If someone other than a parent is picking the student up, please include the person's name in the note and the parent should call the office to confirm.
 - Please include the pick up time, reason, and a parent/guardian signature.
 - If a student is driving themselves, please indicate this in the note.
- Anyone picking up a student must present ID and must sign the student out in our Main Office.
- Documentation is required for official appointments and can be presented the following day.
- If a student leaves more than 60 minutes prior to the end of the day, the day will be counted as half day absence. With official documentation, this half day absence will be excused.
- All early dismissal requests must be in writing; we cannot accept phone calls to excuse a student early.

Lawful/Excused Absence Details and Documentation

Absence Reason	Required Documentation	Number Permitted
College Visits/Auditions (11th and 12th grade only)	Documentation from College or University including dates of visit.	5 visits permitted per school year
Professional Artistic Obligations	Parent request to administration PRIOR to requested dates; Documentation from artistic organization	5 permitted per school year, per administrative discretion
Parent Excused Absences	Parent note required to be submitted to Main Office PRIOR to vacations or immediately following absence for any other reason.	10 permitted per school year with parent note
Absence Reason	Required Documentation	Number Permitted

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Medical Appointments	Physician Note	With proper documentation
Court Hearing	Documentation from court	With proper documentation
Field Trips	Teacher documentation	With proper documentation
Bereavement	Parent note	With proper documentation
Religious Observances	Parent note	With proper documentation

Interventions for Excessive Tardiness:

Unexcused School Tardies	Consequence
6-8	<ul style="list-style-type: none"> • Main office will alert Assistant Principal • AP will meet with student to develop a Tardiness elimination plan • AP will contact parent and notify to artistic director • Warn student of consequences for subsequent tardies (below)
10	<ul style="list-style-type: none"> • Main office will assign 1 lunch detention and alert AP • AP possible SAP referral • Loss of privileges (outside lunch for 10 - 12th grade for 1 week, etc.) • Letter sent home to parents/guardian
15	<ul style="list-style-type: none"> • Main office will assign 2 lunch detentions and alert AP for • AP - possible SAP referral • Loss of privileges (outside lunch for 10 - 12th grade for 2 weeks) • Loss of performance opportunities at Administrator discretion • Other consequences at Administrator discretion
20	<ul style="list-style-type: none"> • Main office will alert AP • AP meet with student for possible 3 lunch detentions/ or after 1 after-school detention • Loss of privileges (outside lunch for 10 - 12th grade for 1 month) • Loss of performance opportunities at Administrator discretion • Other consequences at Administrator discretion • Letter sent home to parent/guardian
25+	<ul style="list-style-type: none"> • Main Office will alert AP • AP assigns after school detention • Loss of privileges (outside lunch for 10 - 12th grade permanently) • Loss of performance opportunities at Administrator discretion • Other consequences at Administrator discretion

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