

## Attendance Policies and Procedures

The Charter Arts School Board of Directors requires that school-age pupils who are enrolled at Charter Arts attend school regularly in accordance with the laws of the Commonwealth of Pennsylvania

The Charter Arts community is a collaborative community. Learning and the arts thrive when all are present to participate. In short, we must gather together to work together. We expect our students to be present in school and on-time to school every day. Charter Arts recognizes the assurance of our student's compulsory attendance as both a legal and a moral obligation. Every parent/guardian of a school-age child (8 to 17) is responsible for the child's school attendance. All persons residing in this Commonwealth between the ages of 6 and 21 years of age are entitled to a free and appropriate public education. Failure of a student to attend school has specified legal consequences for parent/guardian(s) and potentially for the student as well.

---

### 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 truancy procedures as stated in [Pennsylvania Truancy Law](#)

### Unlawful/Unexcused Absences

Parents will receive the below **Warning Letters** when a student has accumulated 2, 4, 7, and 10 total unexcused absences.

#### 2nd Unexcused Absence

- Phone call from attendance coordinator and warning letter sent home requesting proper excuse documentation

#### 7th Unexcused Absence

- Phone call from Assistant Principal or designee and letter sent home
- Possible referral to SAP team, Child & Youth, and/or Truancy Elimination services
- Lunch and/or after school detention
- Loss of outside privileges at Administrative discretion

#### 4th Unexcused Absence

- Phone call from school social worker and warning letter sent requesting a Student Attendance Improvement Plan (SAIP) meeting if the parent cannot provide proper excuse documentation

#### 10th Unexcused Absence

(& subsequent absences per administrative discretion)

- Administrative letter sent to family
  - Truancy Citation filed
  - Possible referral to SAP team, Child & Youth, and/or Truancy Elimination services
  - Physician note required for illnesses
  - After school detention(s) and/or weekend detentions
  - Loss of outside privileges at Administrative discretion
  - Potential loss of performance opportunities
- 

### Tardy to School

One of the defining characteristics of Charter Arts is that our students come from over 45 school districts. Due to distances traveled to school, we understand there will be occasions where students will be late. Students should make every effort to arrive on time accounting for weather and other circumstances that may develop during travel to school. If a student is going to be late, they should make every reasonable effort to contact the Main Office. Students who are late to school may be denied open campus lunch privileges if applicable.

- Students must report to advisory period by 7:40 AM or will be considered tardy and must present a pass from the SWIPE station or Main Office (bus or late pass) to their advisory period teacher
    - Late bus passes are considered excused tardies
    - Students arriving late by bus are not penalized
  - Students will be given 5 parent excused tardies per semester (with parent documentation)
  - Parents will be required to submit notes for excused tardies the same or next day
  - Unexcused tardy minutes accumulate throughout the year. 220 total unexcused tardy minutes are equivalent to 1 unexcused half day and 440 total tardy minutes are equivalent to 1 full absence from school. These unexcused tardy half and full days will not be associated with a specific calendar date but will count in the tally of total unexcused days for truancy reporting and will be represented on report cards.
  - A list of interventions for excessive tardiness appears below.
- 

## Parent Pick Up Procedure

**Parents/Guardians, and anyone picking up students early from school must adhere to our COVID policies as communicated, anyone entering the building must use the self-screening checklist, and wear a mask.**

- **Parents/guardians picking up students from school must review the Daily Symptom Screening Checklist and only enter the building if absolutely necessary. The Main Office staff will communicate with parents/guardians when they are picking up students to clarify identity on a case by case basis.**
  - 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 or is being driven by another student/person, please indicate this in the note.
  - Anyone picking up a student must present an ID and sign the student out in our Main Office. This is required for safety purposes and is non-negotiable.
  - Documentation is required for official appointments and can be presented the following day.
  - Please note that students will not be excused during school hours for participation in sports programs or events. Sport participation must take place outside of school hours.
  - Unexcused early dismissal minutes accumulate throughout the year. 220 total unexcused early dismissal minutes are equivalent to 1 unexcused half day and 440 total early dismissal minutes are equivalent to 1 full absence from school. These unexcused early dismissal half and full days will not be associated with a specific calendar date but will count in the tally of total unexcused days for truancy reporting and will be represented on report cards.
  - All early dismissal requests must be in writing; we cannot accept phone calls to excuse a student early.
- 

## Student Sign-Out Procedures

Students who are going to miss a part of a day of school must bring a note signed by a parent/guardian requesting the student's excusal. The note must be written legibly and must include the following information:

- The date that the note is being submitted
- First and Last Name of Student
- Parent/Guardian First and Last Name
- Date(s) of Requested Absences
- First and last name of the persona picking up the student or if the student will be driving themselves
- Time of Dismissal
- Reason for Dismissal
- Signature of Parent/Guardian

The note should be presented to the Main Office before school begins. Students will receive a pass to be excused at the time indicated on the parental note. **Students will not be released to individuals not on their permission to pick up list or individuals who do not present ID in the Main Office. No Exceptions.**

### Lawful/Excused Absence Details and Documentation Required

Absence Reason	Required Documentation	Number Permitted
College Visits/Auditions (11th and 12th grade only)	Documentation from College or University including dates of visit.	4 visits permitted per school year
Professional Artistic Obligations	Parent request to administration PRIOR to requested dates; Documentation from artistic organization	4 permitted per school year, per administrative discretion
Parent Excused Absences	Parent note required to be submitted to the 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
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 to School

Unexcused School Tardies	Consequence
2	<ul style="list-style-type: none"> <li>Attendance Coordinator will send warning letter and assign 1 lunch detention (will be removed if notes are submitted prior to detention)</li> </ul>
4	<ul style="list-style-type: none"> <li>Attendance Coordinator will send 2nd warning letter and assign 1 lunch detention (will be removed if notes are submitted prior to detention)</li> </ul>
5-7	<ul style="list-style-type: none"> <li>Assistant Principal or designee will meet with student to develop a tardiness elimination plan, which will be communicated to parent and artistic director</li> </ul>
10	<ul style="list-style-type: none"> <li>Attendance Coordinator will assign 1 after school detention and alert Assistant Principal</li> <li>Possible SAP referral</li> <li>Loss of privileges for 1 week (open campus if applicable)</li> </ul>
	<ul style="list-style-type: none"> <li>Attendance Coordinator will assign 1+ weekend detention and alert Assistant Principal</li> </ul>

15 (& and each subsequent tardy at admin discretion)	<ul style="list-style-type: none"><li>● Possible SAP referral</li><li>● Loss of privileges for 2+ weeks (open campus if applicable)</li><li>● Loss of performance opportunities at Administrator discretion</li><li>● Other consequences at Administrator discretion</li><li>● Letter sent home to parent/guardian</li></ul>
--	--