

Attendance Policies & 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 students' compulsory attendance as both a legal and a moral obligation. Every parent/guardian of a school-age child (6 to 18) 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.

According to the Pennsylvania Department of Education, a student is considered "truant" if they have incurred three (3) or more school days of unexcused absences during the current school year. A student is considered "habitually truant" if they have incurred six (6) or more school days of unexcused absences during the current school year.

Absences from School

- A list of lawful (acceptable) or excused absence reasons appears in the [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 handwritten and legible and include a parent/guardian's signature, which is turned into the Main Office or emailed to attendance@charterarts.org.
- Any excuse documentation turned in during the 3-day window from the day of the absence 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/unexcused for students and will accumulate. These absences may be subject to truancy procedures as stated in [Pennsylvania Truancy Law](#)
- All absence excuses must be in writing; we cannot accept phone calls to excuse a student early.

****Note: Students absent from school are not permitted to attend any extracurricular activities or school functions.**

Unlawful/Unexcused Absences

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

2nd Unexcused Absence • A phone call from the attendance coordinator and a warning letter were sent home requesting proper excuse documentation	4th Unexcused Absence • Phone call from school social worker and warning letter sent requesting a Student Attendance Improvement Plan (SAIP) meeting if the Parent/Guardian cannot provide proper excuse documentation
7th-10th Unexcused Absence • A phone call from Assistant Principal or designee and a letter sent home • Conference with Artistic Director and Administration • Referral to SAP team, Child & Youth and/or Truancy Elimination services • Lunch and/or after-school detention • Loss of outside privileges at Administrative discretion	10th Unexcused Absence (and subsequent absences per administrative discretion) • An administrative letter sent to family • Truancy Citation filed • Physician notes required for illnesses • After-school detention(s) and/or weekend detentions • Student Support Team referral • 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 the distances traveled to school, we understand there will be occasions when 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. Students who are late to school may be denied open-campus lunch privileges if applicable.

- Students must report to school by **8:25 AM** or will be considered tardy and must present a pass from the SWIPE station or Main Office (bus or late pass) to their homeroom period teacher:
 - Late bus passes are considered excused tardies
 - Students arriving late by bus are not penalized
- Students will be given 10 parent/guardian excused tardy notes per year (with parent/guardian documentation)
- Parents/Guardians will be required to submit notes for excused tardies on the same or the 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 be associated with the calendar date when the students accumulate a total of 220 or 440 minutes.
- A list of interventions for excessive tardiness appears below.

Parent/Guardian Pick-Up Procedure

When a student is going to be picked up early, please send a note with the student to be handed into the Main Office in the morning or email attendance at attendance@charterarts.org.

- If someone other than a Parent/Guardian is picking the student up, please include the person's name in the note.
- 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. Participation in sports 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.
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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 hand-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 person picking up the student or if the student will be driving themselves
- Time of Dismissal
- Reason for Dismissal
- Signature of Parent/Guardian

This note may also be scanned and emailed to attendance@chartersrts.org.

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 an 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 grades only)	Documentation from College or University including dates of visit.	4 visits are permitted per school year
Professional Artistic Obligations	Parent/Guardian request to Administration before requested dates; Documentation from an artistic organization	4 permitted per school year, per administrative discretion
Parent/Guardian Excused Absences	Parent/Guardian notes are required to be submitted to the Main Office PRIOR to vacations or immediately following absence for any other reason, for Extended Absences fill out this <u>Excused Absence Template</u>	10 permitted per school year with a Parent/Guardian note
Medical Appointments	Physician Note	With proper documentation
Court Hearing	Documentation from Court	With proper documentation
Field Trips	Teacher Documentation	With proper documentation
Bereavement	Parent/Guardian note	With proper documentation (limited to 5 days. Exceptions may be granted by the Principal)
Religious Observances	Parent/Guardian note	With proper documentation, 4 permitted per school year

Interventions for Excessive Tardiness to School

Unexcused School Tardies	Consequence
2	• Attendance Coordinator will send a warning letter and assign 1 lunch detention(will be removed if notes are submitted before detention)
4	• Attendance Coordinator will send 2nd warning letter and assign 1 lunch detention (will be removed if notes are submitted before detention)
5-7	• The Assistant. Principal or designee will meet with the student to develop a tardiness elimination plan, which will be communicated to the Parent/Guardian and Artistic Director
10	• The Attendance Coordinator will assign 1 after-school detention and alert Ast Principal • Possible SAP referral • Loss of privileges for 1 week (open campus if applicable)
15 (and each subsequent tardy at admin discretion)	• Attendance Coordinator will assign 3 hour detention and alert the Assistant Principal • Possible SAP referral • Loss of privileges for 2+ weeks (open campus if applicable) • Loss of performance opportunities at the Administrator's discretion • Other consequences at the Administrator's discretion • Letter sent home to parent/guardian

Attendance Policy and Procedures found on pgs 17-21 in the Student Handbook

