

Christopher Columbus Charter School
916 CHRISTIAN STREET
1242 S. 13TH STREET
PHILADELPHIA, PA 19147
WWW.CCCS.K12.PA.US



Christopher Columbus Charter School
Attendance / Lateness Policy

2018-2019
School Year

CCCS Attendance Policy 2018-2019

Parents and Guardians, upon receipt of this document is your responsibility to fully understand the set of laws contained.

CCCS ATTENDANCE / LATENESS POLICY

- The Board of Directors of Christopher Columbus Charter School requires that school-aged children enrolled at CCCS attend school regularly in accordance with the laws of the state of Pennsylvania. The educational program offered at CCCS is predicated upon the presence of the student and requires continuity of instruction and classroom participation.
- Attendance shall be required of all students enrolled at CCCS during the days and hours that the school is in session, except when the CEO may excuse a student for temporary absences when s/he receives satisfactory evidence of such mental, physical, or other urgent conditions which may reasonably cause the student's absence. Urgent reason is to be strictly construed and shall not permit irregular attendance.
- A student may also be excused from school for illness or quarantine, bereavement, recovery from an accident, required court attendance, educational tours or trips, with prior approval, authorized school activities or weather-related conditions that may present undue danger for the child.
- All absences occasioned by the observance of the student's religion on a day approved by the Board as a religious holiday shall be excused. No student so excused shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday.
- The CCCS Board shall, upon written request of the parents/guardians, release from attendance a student participating in a religious instruction program acknowledged by the Board. Such instruction shall not require the child's absence from school for more than thirty-six hours per school year.
- Attendance need not always be within school facilities. A student will be considered to be in school attendance if present at any place where school is in session by authority of the Board, or at a place where the student is receiving approved tutorial instruction, health care, or at home, when the student is receiving approved home-bound instruction.

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- The CCCS Board shall excuse students from the requirements of attendance at school. A physician must document that a child is unable to attend school due to mental, physical, and/or other reasons **so urgent** as to prevent regular attendance.
- The CCCS Board may report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen. The CCCS Board shall issue notice to those parents/guardians who fail to comply with the statutory requirements of compulsory attendance that such infractions of the statute be prosecuted.
- The CEO shall do the following:
 - Ensure a school session which is in conformity with the requirements of the rules of the CCCS Board of Directors.
 - Govern the keeping of attendance records for all students.
 - Impose on truant students appropriate incremental disciplinary measures for infractions of school regulations.
 - Ensure that students who are late or absent for any reason have the opportunity to make up missed work. **Children who are late will have until the end of the day to make up work unless an agreement has been reached with the child's teacher. Children who are absent will have one day, unless an agreement has been reached with the child's teacher to make up required work within one week of the child's return.**
 - Issue a written notice to any parent/guardian who fails to comply with the compulsory attendance statute of any proceedings brought under the statute.
- The CCCS Board shall, upon written request of the parent/guardians, release from attendance a student participating in a religious instruction program acknowledge by the Board. Such instruction shall not require the child's absence from school for more than thirty-six hours per school year.

EARLY DISMISSAL:

- The CCCS Board will recognize other justifiable absences for part of the school day. The school may grant permission for a child to leave school before the end of the school day, if the following procedure is carried out:

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- The child must present a written request to the office at the beginning of the day. The note must indicate who will be picking the child up.
- The request must be signed by the parent/guardian and must state the time the child is to leave and the reason for the early departure.
- Only in emergencies will students be permitted to leave school premises without a note and then only by personal request of the parent/guardian to the CEO or administrator in charge.
- The written request must be approved by the CEO or administrator in charge and filed by the homeroom teacher.
- The parent/guardian or person identified in the note from home must always sign the register at the receptionist's desk and present a driver's license or valid ID for verification when picking up the child.
- It is the responsibility of the child to make up any work that is missed.
- Chronic early dismissals are not permitted. The receptionists are responsible to make the administration aware of any abuse of this policy.
- Children who leave BEFORE 10:00 A.M. will be considered absent under the attendance policy of CCCS. Children who leave BETWEEN 10:00 A.M. and 1:15 P.M. will be considered absent for ½ day under the attendance policy of CCCS. Habitual late arrivals and early dismissals will be subject to administrative review. Any late arrivals or early dismissals will be subject to documentation or proof of appointment @ doctor's or counselor's office.

SCHOOL ATTENDANCE:

The CCCS Board is cognizant of and endorses the efforts of the administration in executing such regulations on attendance. Administrative regulations include the following:

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- Each classroom teacher shall personally take attendance. Students are not to be given this responsibility.
- Students are responsible for **submitting excuses** to the teacher on the day that they return to school. If a student has returned to school without bringing an absence excuse, the student shall be granted **(3) days** to submit it. **The absence becomes unlawful or unexcused if no absence note is submitted to the school during this time frame.**
- **Excused absences** shall include those due to illness of the student, death in the family, medical or dental appointment that cannot be scheduled outside of the regular school day schedule, observance of religious holidays approved by the CCCS Board, or any other reasons approved by the administrative officer.
- **If a child is sick for 3 or more consecutive days, a doctor's note must be presented.**
- **Truancy cases are to be reported by the staff to the CEO. Upon referral to the CEO, the CCCS Truancy Policy will be enforced. Please refer to its points of reference in the separate policy book. The Truancy Policy is in conjunction with the School district of Philadelphia.**
- **If a child has accumulated 10 (consecutive/nonconsecutive) unexcused absences, the parent/guardian will be notified in writing that the child is truant and a meeting will be arranged to meet with the CEO and a Board member to inquire about reasons for the truancy. A plan will be devised to help remove the barriers that keep a child from attending school on a regular basis. Non-compliance upon the part of the parent/guardian will result in a truancy referral to either DHS or Family Court, dependent upon the age of the child/ren.**
- Due to safety concerns regarding the child's well-being, parents/guardians **must call** the school regarding the absence. A phone call does not take the place of a note. Both contacts must be made.
- Absences, due to a **family vacation** when school is in session, will be considered as unexcused absence.

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SCHOOL LATENESS

The CCCS Board of Directors expects all students to be punctual in arriving at school. Students who arrive after the start of the school day will be considered late for school.

- **A student who is late for school should present a written explanation for the lateness.** If a student does not arrive with a note from home he or she will be asked why they are late. Such written explanation from home does not automatically cause the lateness to be excused. Due to safety concerns regarding the child's well-being, parents/guardians must notify the school regarding the late arrival.
 - Reasons such as car trouble, personal business, heavy traffic, and the like while understandable, are not acceptable excuses and will be listed as **unexcused lateness**.
 - Reasons such as personal illness, medical appointments, and appearances in court are deemed as **excused lateness** when **verified by a note from home**.
- Parents will be notified in writing if their child is continually late for school. **If a student is late for ten (10) or more unexcused days**, a parent conference will be convened to determine the reason(s) for the lateness and to come up with a plan to help remove any barriers to the student's lateness.

Right to Amend

The Board/CEO retains the right to amend this policy for just cause. Parents will be given prompt notification if changes are made.

August 2018

Christopher Columbus Charter School
916 Christian Street
1242 So. 13th Street
Philadelphia, PA 19147
www.cccs.k12.pa.us

August 2018

Dear Parents/Guardians:

Your child, _____ was **absent** a total of _____ days for the 2017-2018 school year. This pattern of absences causes an unnecessary disruption to the educational process for your child, the teacher and the other students in the class.

- Students are responsible for submitting excuses to the teacher on the day that they return to school. If a student has returned to school without bringing an absence excuse, the student shall be granted (3) days to submit it. The absence becomes **excused** when the note is submitted; otherwise it will be documented **unlawful or unexcused**. **Please send in a written note within three (3) days of your child's absence and explain the reason for your child's absence. An absence longer than three (3) consecutive days requires a doctor's note. If you do not send in a note, and the school has no reason for your child's absence your child will be considered TRUANT – meaning absent from school without a valid excuse. If a child has ten (10) or more unexcused absences, their parent will receive a truancy notice. If measures are not taken to resolve the issue your child will be referred to DHS and/or Regional Truancy Court.**

Vacations should be scheduled for time periods when school is not in session, and will be considered unexcused absent time.

As a result of your child's prior attendance record, this notification will serve as an attendance contract/probationary status for the 2018-2019 school year. Your child may not have more than two (2) unexcused absences per quarter. Proper documentation must be provided. This contract will be reviewed at the end of the First Quarter. Please be warned that if this pattern continues, it will be reviewed by the Administration and Board of Trustees. Please complete the attached signature page and return to your child's teacher.

CCCS Attendance Policy 2018-2019

Sincerely,

The Administration of CCCS

Christopher Columbus Charter School
916 Christian Street
1242 So. 13th Street
Philadelphia, PA 19147
www.cccs.k12.pa.us

August 2018

Dear Parents/Guardians:

Your child, _____ was **absent** a total of _____ days for the 2017-2018 school year. This pattern of absences causes an unnecessary disruption to the educational process for your child, the teacher and the other students in the class.

- Students are responsible for submitting excuses to the teacher on the day that they return to school. If a student has returned to school without bringing an absence excuse, the student shall be granted (3) days to submit it. The absence becomes **excused** when the note is submitted; otherwise it will be documented **unlawful or unexcused**. **Please send in a written note within three (3) days of your child's absence and explain the reason for your child's absence. An absence longer than three (3) consecutive days requires a doctor's note. If you do not send in a note, and the school has no reason for your child's absence your child will be considered TRUANT – meaning absent from school without a valid excuse. If a child has ten (10) or more unexcused absences, their parent will receive a truancy notice. If measures are not taken to resolve the issue your child will be referred to DHS and/or Regional Truancy Court.**

Vacations should be scheduled for time periods when school is not in session, and will be considered unexcused absent time.

As a result of your child's prior attendance record, this notification will serve as an attendance contract/probationary status for the 2017-2018 school year. Your child may not have more than two (2) unexcused absences per quarter. Proper documentation must be provided. This contract will be reviewed at the end of the First Quarter. Please be warned that if this pattern continues, it will be reviewed by the Administration and Board of Trustees. Please complete the attached signature page and return to your child's teacher.

Sincerely,

The Administration of CCCS

CCCS Attendance Policy 2018-2019

**Christopher Columbus Charter School
916 Christian Street
1242 So. 13th Street
Philadelphia, PA 19147
www.cccs.k12.pa.us**

August 2018

Dear Kindergarten Parents/Guardians:

The Christopher Columbus Charter School Attendance Policy regarding unexcused lateness, states that students who arrive at school late will have lunch detention on days when they arrive to school after 8:30 AM. Please note this and read the Attendance Policy.

Any arrival after 8:30 AM is considered a late arrival. Students who arrive at school after 8:30AM are issued a late slip time stamped with the exact time of arrival. Lateness will be marked excused only if the reasons for lateness include personal illness, medical appointments or appearances in court. Formal documentation must be provided. All other reasons such as car trouble, heavy traffic or personal business are understandable but considered unexcused and constitute a documented lateness.

Please also note:

Vacations should be scheduled for time periods when school is not in session, and will be considered unexcused absent time.

Sincerely,

The Administration of CCCS

****** Kindergarten students will be marked late when they arrive to school after 8:30 starting on 9/11/18. Lunch detention will be enforced starting on 10/30/18.**

**Christopher Columbus Charter School
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www.cccs.k12.pa.us**

August 2018

CCCS Attendance Policy 2018-2019

Dear Parents/Guardians:

Your child, _____ was **late** a total of _____ times for the 2017-2018 school year. This pattern of **lateness** causes an unnecessary disruption to the educational process for your child, the teacher and the other students in the class.

Any arrival after 8:30 AM is considered a late arrival. Students who arrive at school after 8:30AM are issued a late slip (time-stamped) with the exact time of arrival. Lateness will be marked excused only if the reasons for lateness include personal illness, medical appointments or appearances in court. Formal documentation must be provided. All other reasons such as car trouble, heavy traffic or personal business are understandable but considered unexcused and constitute a documented lateness.

The Christopher Columbus Charter School Attendance Policy regarding unexcused lateness, states that students who arrive at school late will have lunch detention on days when they arrive to school after 8:30 AM. The policy is available on the school website or at the reception desks for your review.

Please sign the attached signature page and return it to your child's teacher.

Sincerely,

The Administration of CCCS

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1242 S. 13th Street
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August 2018

I have read and agreed to the Attendance Contract/Probation Status Letter. I am aware that if my child's attendance does not improve during the first semester, his/her attendance status will be reviewed by the Administration and The Board of Trustees of Christopher Columbus Charter School.

CCCS Attendance Policy 2018-2019

Student:

Parent/Guardian:

Date:

Christopher Columbus Charter School
916 Christian Street
1242 So. 13th Street
Philadelphia, PA 19147
215-389-6000
www.cccs.k12.pa.us

Student Attendance Conference Form

Date: _____

In Attendance at Conference: _____

CCCS Attendance Policy 2018-2019

Excessive Absence 2017-2018 _____ **Historical absences** _____

Excessive Lateness 2017-2018 _____ **Historical lateness** _____

Recommendations:

Attendance will be reviewed at the end of each quarter. Failure to comply with school attendance policy will warrant consequences suggested in the policy.

Parent/Guardian Signature _____

Principal Signature _____

Vice Principal Signature _____

Board of Trustees Signature _____

Board of Trustees Signature _____