

Attendance Policy

The Best Ability is Availability!

Students are expected to be in school and on time every day. CCCS has a legal obligation to ensure that all students attend school every day.

Pennsylvania's Compulsory School Attendance Law mandates that all children under the age of 17 attend school once enrolled. Every parent/guardian of a school-aged child is responsible for the child's attendance at school. Failure of a child to attend school has certain legal consequences for parents and, possibly, for the student.

In Pennsylvania, truancy is defined as when a child of compulsory school age is absent from school for three (3) or more days without a valid excuse. Absences without a valid excuse are considered "illegal" absences. If a child is found to be truant, their parent/guardian can be convicted and incarcerated for the crimes of Corrupting the Morals of a Minor and/or Endangering the Welfare of a Child. Students aged 15 and over are held responsible by the courts for truancy and could face fines up to \$750.00, assignment to community service, and/or participation in a program designed to improve attendance.

Absence Notification

The parent/guardian must call the school no later than 8:00 a.m. if a student is sick and unable to attend school. CCCS will notify the parent/guardian if the phone call was not received by the designated time.

Absent – "Excused – Parent Note"

Parents/guardians are required to submit written notification of the reason(s) for a student's absence ***within three (3) calendar days of the absence***. The absence will be counted as "excused" as long as the written note is provided during this three (3) day period. Administration reserves the right to approve a parent note written for the absence. CCCS does not allow more than three (3) parent notes to be accepted for excused absences per year; for any absences beyond the third parental notification, a physician's note is required.

Absent – "Excused"

CCCS may excuse student absences under certain circumstances, as long as original documentation is provided. Those circumstances only include emergency (non-routine) doctors' appointments, court subpoenas, funeral notices, and other reasons recognized by law. Routine medical and dental appointments are to be made outside of school hours. If a student is absent for three (3) or more consecutive school days, a doctor's note must be presented in order for those days to be counted as excused.

Absent – “Unexcused”

All absences are treated as unexcused/illegal until CCCS receives original documentation/written explanation of the reason(s) for the absence. The absence will be permanently recorded as unexcused if the parents/guardians do not provide the original documentation/written explanation within the three (3) days of the absence. Family vacations will be counted as unexcused absences from school. Teachers are not responsible to provide work in advance to students who miss school due to vacations or other unexcused absences.

Tardiness

Students who arrive after 8:30 a.m. are considered late. Students who arrive at school after 11:30 a.m. will be considered late and absent one half of the day. It is the responsibility of the student who is late and misses class to contact their teacher about what may have been missed, especially at the middle school.

Chronic Absences and Tardiness

A student is considered truant once they have accumulated three (3) or more unexcused absences. A notification of three (3) illegal absences will be sent home to notify families in an attempt to rectify the issue tardiness. Meetings will be held after five (5) and eight (8) absences in order to work together and remove any barriers that are preventing the students from attending school. Students and their families will be referred to DHS or Truancy Court once a student reaches ten (10) unexcused absences. Students will be dropped from CCCS's enrollment after ten (10) consecutive unexcused absences. Students will be required to attend summer school once they reach twenty (20) absences and may be retained in their current grade if they reach twenty-five (25).

Students who arrive after the start of the school day (8:30 a.m. am) will be considered late for school. Students who reach twenty (20) tardies will be required to attend summer school and may be retained in their current grade if they reach thirty (30) tardies.

Early Dismissal

Parents/guardians may request for the early dismissal of students during school hours in cases of emergency, which include crises within the family that cannot be managed without the student's presence. Early dismissals for activities such as music, dancing, gymnastics, dramatics, etc. are not allowed. Please make routine medical and dental appointments after school hours.

Early dismissals will be granted if the student provides a valid appointment slip from a physician or court system. Students must hand in these appointment slips during morning entry. CCCS may call the family to confirm the early dismissal request. The

parent/guardian can also come in person to the school's front desk to process a request for early dismissal. Telephone requests for early dismissals will not be granted except in cases of emergency.

Students who leave before 10:00 a.m. am will be considered absent for the entire day. Students who leave between 10:00am and 1:30 p.m. will be considered absent for a half (1/2) day.

Parents/guardians can pick up their student from school if they are listed as a parent/guardian or an emergency contact. They will be asked to present a state ID or driver's license to ensure the safety of the student. Anyone not listed as a parent/guardian or emergency contact will not be permitted to pick up the student.