



Attendance during the days and hours which school is in session is required of all Collegium students. The CCS Board of Trustees and the CCS administration expect that the families of all students enrolled in CCS have chosen the school for the strength and challenge of the academic programs offered, and therefore will ensure the student attends school regularly in accordance with the laws of the state of Pennsylvania. Failure to comply will not only interfere with the continuity of the student's education and academic growth, it may result in the loss of academic credit, legal prosecution for truancy as dictated by the state for both parent and child, consequences as outlined in this Code, and/or referral to the Board of Trustees for potential additional consequences.

For the purposes of implementing this policy, CCS considers 3 unexcused tardy arrivals as 1 unlawful absence. For the purposes of implementing this policy, CCS considers 3 unexcused early dismissals as 1 unlawful absence. Therefore, throughout this policy, reference to unexcused/unlawful absence shall be meant to include actual unlawful absences and/or the equivalent accrued from unlawful tardy arrivals and/or unlawful early dismissals.

Academic Credit and School Attendance

In order to earn academic credit for courses taken, students may not have more than 10 absences from class for a semester-long course, or 20 absences from class for a yearlong course. Students exceeding the allotted number of days absent from class may not receive credit for the course, which may affect promotion to the next grade level and/or graduation. If a student's absences exceed the allotted days, the Principal will decide, on a case by case basis, if the course grade remains intact, becomes an automatic failure with no credit for the course being granted or is reported as an incomplete grade with stipulations that must be met before a grade and/or credit can be issued. The decision can be reviewed, first by the CEO, and then by the CCS Board of Trustees, upon written request of the parent/guardian of the student.

Academic Day

Kindergarten through 6th Grade: 8:15am to 3:45pm

7th through 12th Grade: 7:30am to 3:00pm

Students must be present in their homeroom by the start of their academic day.

Lawful – Excused Absences/Excused Tardiness/Excused Early Dismissals

1. Personal illness.
2. A visit to a medical professional. A note from doctor or dentist is required to consider this as excused.
3. Serious illness in the immediate family, those living in the home.
4. Quarantine ordered by a local or State health office. Official documentation is required.
5. Court or administrative proceedings if the student is a party to the action or has been subpoenaed as a witness. Official documentation is required to consider this as excused.
6. Observance of a religious holiday if the religious tenets to which the student adheres require observance of the holiday.
7. Death in the family.
8. Lack of proper immunizations, medical exams or waiver (one day only). Additionally, students may be excluded from school for failing to provide required immunization records. Only one day of absence for the exclusion is excused.
9. Nurse exclusion: For the day the student is sent home for medical reasons. A note must be provided if the absence continues to the next day or subsequent days.
10. Educational opportunities or family trips that are pre-approved in accordance with the Planned Absence section of this policy – see below.
11. Other absences as approved by the Principal or Principal's designee.
12. Out-of-school suspensions. A student who is suspended is absent but counted as an excused absence for reporting purposes.

Unlawful – Unexcused Absences/Unexcused Tardiness/Unexcused Early Dismissals

1. No parent note supplied to the school within two days of the student's return to school providing an acceptable explanation for the absence/tardiness.
2. Student not present in homeroom by the start of school.
3. Missing the bus and/or no transportation to/from school.
4. Lack of proper immunizations or waiver **after** the first day.
5. Lack of proper uniform, without Principal's permission, **after** the first day.
6. Loss of bus privilege or lack of transportation.
7. Family/educational trips, visits, etc. that were not pre-approved or for which approval was not granted.
8. Other reasons not noted as excused.

Tardiness

Students, in kindergarten through 6th grade, must be present in their homeroom by 8:15am. Students, in 7th through 12th grade, must be present in their homeroom by 7:30am. A student is considered tardy if he/she is not present or checked into homeroom by the start time. A student is not counted as tardy if their bus arrives late to CCS. A student who does not attend a minimum of four hours of school will be counted as absent for the full day. If your child is going to be late to school, provide your child with a signed note explaining the reason for being tardy. (See *Notes* section that follows for more information.)

3 unexcused tardy arrivals = 1 unlawful absence.

Absences

If your child is going to be absent from school, report your child's absence by 8am by calling Collegium and following the phone prompts to the "sick child mailbox" for your child's building. Leave a message that includes the information requested by the voicemail greeting. If your child will be out of school for several days due to an extended illness, such as the chicken pox, one call, at the start of the absence, is sufficient. When your child returns to school, provide your child with a signed absence excuse note indicating the dates and reason for the absence. (See *Notes* section that follows for more information.)

An absence remains unexcused/unlawful unless the school receives the required note. (See *Notes* section that follows for more information.) Three unexcused/unlawful absences initiates the truancy reporting process. (See *Truancy* section that follows for more information.) Medical absences beyond 3 consecutive days, that are not planned absences (see *Planned Absences* section that follows for more information), require a medical note from a physician's office to be excused. Ten days of cumulative absence during a school year is the maximum number of days that CCS will excuse upon receipt of a parent note. All absences beyond the 10th in a school year will require a medical note from a physician's office to be excused. When this is required, parents will be notified in writing by the school. Failure to comply by providing the required medical note from a physician's office will result in all subsequent absences for which the required notes are not received remaining unlawful and reportable as truant. (See *Truancy* section that follows for more information.) Chronic illness may be documented by a medical doctor and submitted to the school health professional to review for exemption from securing a separate medical excuse for each absence exceeding the 10 allowed to be excused with a parent note. If authorized, a parent note is still required for each incident of absence. The parent note must reference, as the reason for the absence, the chronic illness documented and on file in the CCS health office. To be considered valid, all medical notes must, in compliance with PA School Code, be provided by practitioners licensed to practice in Pennsylvania.

Planned Absences

Planned absences are absences from school for any reason that could reasonably be known in advance of the absence occurring, including but not limited to: family trips, religious instruction (up to 36 hours per school year), religious observation, college visits, student conferences, medical procedures, etc. CCS students may be excused from school attendance for planned absences, provided approval for the absences is obtained at least two weeks in advance by the Principal. Lengthy absences may result in the loss of academic credit, as planned absences tally toward the allotted days that may be missed in order to earn credit. (See the *Academic Credit* section above.)

Parents must submit the official Request for Approval of Planned Absences form to the appropriate Principal no less than two weeks prior to the first date of absence or the request may be denied. Forms for approval will not be accepted after the travel dates. The forms are available in the CCS Main Offices and on the CCS website – www.collegiumcharter.com. Attendance, academic and behavior records, along with the reason for the planned absence will be reviewed for each planned absence request. Up to 10 days per school year will be considered for planned absences, with the exception of medical procedures if deemed necessary by a medical professional. Should a student's planned absence extend beyond the approved time, each additional day will be classified as unlawful and/or unexcused. There will be no planned absences approved during the first two weeks of school, with the exception of medical procedures if deemed necessary by a medical professional. Students will not be excused from school on dates when standardized testing or mid-term/final exams are scheduled, with the exception of medical procedures if deemed necessary by a medical professional. Families with multiple children at CCS should use a separate request form for each child when requesting absences for the same dates. If one child is determined ineligible, siblings may also be deemed ineligible. Parents will be informed in writing when the dates requested are approved or the reason(s) the request is denied. Pre-planned absences that were requested and not approved, and for which the student does not attend school are unlawful/unexcused absences and subject to truancy reporting. Additionally, if the absence(s) is unexcused, make up work, test and quiz grades will be reduced by 10%. Notes/Request for Approval forms will not be accepted after a planned but unapproved absence occurs and the days will be unexcused. All missed schoolwork must be completed and handed in upon a student's return to school. Due dates will be determined on a case-by-case basis for pre-planned medical absences.

Early Dismissal from School

Parents requesting an early dismissal from school must send a note to be handed in during homeroom on the morning of the early dismissal. Phone calls/emails are not accepted. A student's regular dismissal routine will not be changed unless written notification is provided to the school on the morning of the change. This allows for appropriate planning with minimal disruption. Appropriate reasons for early dismissal are the same as those for a lawful absence. A student who does not attend for a minimum of four hours of school will be counted as absent for the full day. Students sent home by the school nurse are excused for that day only. Subsequent absences require a note upon return to school. Students leaving for appointments must provide a note from a medical professional upon their return to school. The note is needed regardless of whether the student returns to school on the same day or the next day. Parents/guardians or those authorized by a parent/guardian to pick-up a student should be prepared to show photo identification to verify their identity.

Notes

Parents must send a signed note with their child when he/she arrives tardy to school, requires an early dismissal, or returns to school from an absence. Failure to provide a timely excuse note will result in unlawful attendance violations subject to truancy reporting. (See *Truancy* section that follows.) Parents must still send in the note, even if they called to report their child absent. Absence, tardy, and early dismissal notes must list the date(s), provide a reason, and be signed by a parent/guardian. Dismissal notes must also indicate a pick-up time and include the name of the person picking up the student. Absence and tardy notes must be received by the second day following a return to school in order to be accepted. Students' absent/tardy/dissmised early due to an appointment (medical, dental, legal, etc.) must provide a note from the professional's office documenting the date(s)/time necessary to be absent from school for it to be considered excused/lawful. Notes must be presented to the attendance office. As an example, references to an absence written in a student's assignment book, or as part of an email to a teacher will not be accepted in lieu of an absence excuse note. The sending of the note itself doesn't excuse absence, late arrival or early dismissal from class or school. The Principal or his/her designee will make the determination. Valid reasons are those listed above, classified as Lawful/Excused or Unlawful/Unexcused. Notes may be faxed to the school to the attention of the attendance office. Emails cannot be accepted. To be considered valid, all medical notes must, in compliance with PA School Code, be provided by practitioners licensed to practice in Pennsylvania.

Make Up Work

Students are required to make up all missed work resulting from planned absences, excused and unexcused absences, late arrivals and early dismissal to ensure they do not fall behind in their academic work. Making up work is not viewed as an alternative for the direct instruction received by attending classes for the purpose of earning academic credit. (See *Academic Credit* section above.) Students may receive assignments during an absence. The time frame for completing make up work shall be one day for each day of absence. Students should be prepared to take missed tests/quizzes, etc. upon returning to school, at the teacher's discretion. Students turning in work late will be subject to their individual teacher's late-work policies. Students that do not turn in work or make up assignments will receive a zero. If the absence is unexcused, make up work, test and quiz grades will be reduced by 10%. Late arrivals and early dismissals are viewed as absences with respect to makeup work.

Requests from parents for teachers to provide assignments during an absence must be made to the Main Office by 10am on the day of the absence. Requests received by 10am will be filled to the best of the teachers' abilities by 3:30pm (grades 7 to 12) and 4pm (grades K to 6) and available for pick up in the Main Office. As teachers may not have time to respond, requests received after 10am cannot be accommodated for same day pickup and instead will be prepared for a 3:30/4pm pickup on the following day. However, parents are invited to contact the school after 3:30/4pm to see if the assignments were able to be readied on the requested day.

For planned absences, it is the responsibility of the parent/guardian (grades K to 6) and the student (grades 7 to 12) to contact teachers a minimum of one week in advance of the absence to request assignments that will be missed. All work must be submitted to the teacher upon the student's return to school or be subject to the teacher's late-work policies. Students should be prepared to take missed tests/quizzes, etc. upon returning to school, at the teacher's discretion. Grades for make-up work, tests, quizzes, etc. from planned absences not approved by the Principal will be reduced by 10%.

Truancy

It is a parent's/guardian's responsibility to ensure their child attends school in accordance with PA Law and this policy. It is Collegium's responsibility to report to the student's home school district of residence when a student has accrued 3 or more days of unlawful absence. It is the home school district's responsibility to enforce the Compulsory Attendance Laws in accordance with the Public School Code.

Students are considered truant if they are not in school or class, unless their absence has been excused. CCS notifies parents in writing of unlawful attendance violations dates and potential consequences. Upon accumulation of 3 unlawful

absences (or the equivalent), an *Official Notice of Child's Illegal Absence* letter will be issued to parents informing them of the violations and consequences should the unlawful absence incidents continue. CCS will make every effort to meet with families in a collaborative effort to establish a *School Attendance Improvement Plan/Tuancy Elimination Plan*. Once an *Official Notice of Child's Illegal Absence* letter is issued, CCS will report additional violations to the student's home school district of residence. Without further notice to the family, the home school district will file a citation for each offense with the local District Court (Title 24, Pennsylvania School Code, Section 13-1327 and 13-1326). A student who has accumulated 3 unexcused/unlawful absences (or the equivalent) may also be referred to the CCS Board of Trustees for disciplinary action, up to and including expulsion.

For regular education students, if the student has 10 consecutive unexcused absences, and if the district of residence has notified CCS that it will not pursue compulsory attendance prosecution, then CCS may remove the student's name from the active membership roll of the school in compliance with 22 Pa. Code § 11.24. Removal from the active membership roll will be a last resort after every effort has been made to contact the parents or guardians of the student about the student's failure to attend school and every effort has been made to encourage the district of residence to pursue compulsory attendance prosecution. A student will not be removed from the active membership roll if there is any evidence that a student's absence may be legally excused.

Consequences: In addition to the consequences listed in this Student Code of Conduct, any parent/guardian of a student and/or students 13 years of age or older who fail to comply with Pennsylvania law regarding compulsory school attendance may be subject to the penalties outlined in the Pennsylvania School Code of 1949 at Section 13-1333. Such penalties include, but are not limited to, imposition of a fine not exceeding \$300 for each violation, plus court costs, completion of a parenting education program, completion of community service, suspension or delay of driver's license (student only) or a sentence in the county jail for no more than five (5) days.