



# Chester Community Charter School

## Attendance Guidelines

Students who attend CCCS as virtual learners will meet attendance requirements by logging into the (Schoology) learning portal each school day. Once in Schoology, students will have access to their classes and will be able to engage in live video lessons with their teachers and complete class assignments.

The Chester Community Charter School hours are 8:15 AM – 3:15 AM. Any student who comes to school after 8:45 a.m. is considered late, including students who are learning virtually. At 10:30 a.m. the automatic dialing system will begin to notify parents that students are absent.

It is expected that parents will turn in excuse notes the day a child returns to school following an absence. Three or more absences that are not followed with an excuse note from a parent will lead to truancy. For students receiving virtual instruction, parents must submit excuse notes via [www.chestercommunitycharter.org](http://www.chestercommunitycharter.org) through the “parents” portal drop down tab on our schools website and complete the absent & tardy form for submission. Attendance department will respond to the inquiry within 24 hours.

*Please Note: Excessive absences can result in retention in grade. Such decisions at the discretion of the CEO in consultation with teachers and administrators.*

Excused absences include:

- Failure of the bus to arrive at the bus stop
- Personal illness
- Medical and dental examination and/or treatment of the student when such appointments cannot be scheduled other than during school hours
- Death in the family of the parent/guardian or close family member
- Observation of a religious holiday
- Emergency conditions in the student’s home (upon students return, documentation is necessary)

Ex: Major Utility Failure

Power Outage

Fire

Excused absences DO NOT include:

- Uniform issues
- Vacations
- Anything that is not considered “excused” as noted above

**Extended Medical Absences:** For any student absent for medical reasons for 10 consecutive days, the parent/guardian must provide a written note/certification from a doctor’s office.

### **COMPULSORY SCHOOL ATTENDANCE AND TRUANCY LAW**

The Commonwealth of Pennsylvania has laws in place that compel children to attend school and impose potential sanctions upon parents who have truant children. The following list explains CCCS’ unexcused absence procedures.

1. All absences are unexcused unless a written excuse is received explaining the reason specific to the absence.
2. Upon returning to school, parents/guardians should submit (either in person or through their student) a written explanation of the absence.
3. If parents do not provide a written excuse within three days of the student returning to school, reasonable allowances may be made to accept a parent’s explanations for the absence without initiating any punitive response. Some notes may not be accepted, depending on the excuse and or format. Examples include absent notes submitted by anybody outside of the parent/ legal guardian and also submitting online absent forms where all required fields are not completed properly before submission.
4. If a third unexcused absence occurs, the school will notify the parents in writing within ten (10) days of the third unexcused absence (“First Notice”).
5. After the First notice has been served, if no improvement has occurred in student attendance, after the 6<sup>th</sup> unexcused absence a Student Attendance Improvement Plan (SAIP) conference will be initiated. The school will initiate the conference and will contact the parent/guardian regarding the date and time of the meeting. The parent/guardian’s presence at this conference is strongly encouraged. However, if a parent is unable to attend, the conference will be held without the parent/guardian’s presence, and outcomes mailed to them. The SAIP represents a collaborative effort between school officials and the parent/guardian to improve student attendance.

#### **NOTE:**

- **3 unexcused absences** - a student is **TRUANT**.
- **6 unexcused absences** - a student is **HABITUALLY TRUANT**. The student will be referred to either school or community-based attendance improvement programs or Children and Youth Agency. CCCS may file a citation which would result in a proceeding before a

*magisterial district judge, provided a School Attendance Improvement Conference (“Conference”) has already been held and is not pending.*

- **10 unexcused absences** – *Students who miss ten school days without a valid excuse will be referred to the county Children and Youth Agency, and the Chester Community Charter School Social Worker will be contacted. CCCS will file a citation, which will result in a proceeding before a magisterial district judge.*

### **Online/Remote Learning Attendance Expectations**

Attendance in our Distance Learning Program is defined as evidence of “engaging with the assigned material.”

- Virtual Classroom (VC) - Live Session Attendance in **assigned** live virtual classrooms is mandatory for any student enrolled in virtual learning. Failure to attend an assigned virtual class session in any given subject area may result in an unexcused absence for the individual course session unless a valid excuse is provided within three (3) calendar days to the homeroom teacher and the Attendance Department.
- No Internet Access, Power Outage, or Technology Failure Internet access, computer access is essential for all virtual learners. In the event of internet failure, power outage, or computer failure, and there are no feasible options available, **notification to the homeroom teacher, the students assigned building, and also the attendance department must be made within 24 hours.**
- Evidence of attendance will be measured in multiple ways: (including, but not limited to):
  1. Logging into Schoology by 8:15 AM and attending all remote learning sessions
  2. Interaction with a teacher/instructor on an instructional day
  3. Google Check-in forms
  4. Assignments submitted that were due on that day
  5. Questions to answer on Google Classroom
  6. Participation in an online discussion
  7. Google Form requesting receipt of assignment or instructions
  8. Class participation during the scheduled class time
  9. Student participation during scheduled related services
- It is expected that parent/guardians shall, to the maximum extent possible, ensure that their child participates in the distance learning program. If a student will not be able to participate in any learning activities that day, a parent can email or use all appropriate contact

methods to the student's homeroom teacher and the student's assigned building.

**Note: If a student does not participate in the majority of the learning activities for the day, or has not checked in with their assigned teacher and has failed to login by the deadline, that student will be marked absent for the day.**