


CHESTER COMMUNITY
CHARTER SCHOOL


Attendance Handbook


2023 - 2024





Chester Community Charter School



 Enrollment Office: 302 E. 5th Street, Chester, PA 19013

 West Campus: 2730 Bethel Road, Chester, PA 19013

 Upland Campus: 1100 Main Street, Upland, PA 19015

 Aston Campus: 200 Commerce Drive, Aston, PA 19014

 East Campus: 5th and Madison, Chester, PA 19013

 Phone: (610) 447-0400  Fax: (610) 490-4004

 www.facebook.com/chestercommunitycharter

www.chestercommunitycharter.org

STUDENT ATTENDANCE AND PUNCTUALITY POLICY

The Board of Trustees (“Board”) requires that students enrolled at the Chester Community Charter School (“Charter School”) attend school daily and on time in accordance with the compulsory attendance laws of the Commonwealth of Pennsylvania.

Parents or guardians are required to ensure that their children attend school every day that school is in session through the procedures required by the Charter School.

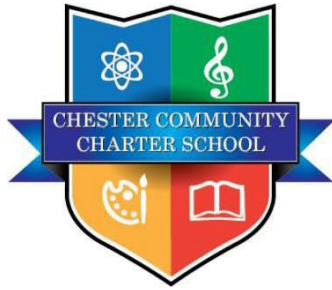
The education program offered by the Charter School is based upon the presence of the student and requires continuity of instruction and classroom participation.

The Chief Executive Officer or his/her designee shall have the responsibility to develop procedures following the guidelines developed by the Board to assure that students attend school regularly and that said procedures comply with all Federal, State and local laws.

A component of the procedures shall be an early intervention process to assure that assistance is given to students who are experiencing problems in attending school.

Attendance and punctuality procedures will be delineated in the Student Handbook and distributed to every student.

Said attendance and punctuality guidelines are subject to periodic review by the entire Board of Trustees.



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Attendance Guidelines

The Chester Community Charter School bell times are **8:00am-2:45pm daily for Elementary school** learners and approximately **7:30am to 2:30pm for Middle school**. Elementary school students who come to school after 8:15a.m will be considered late. Middle school students will be considered late after 7:45am. Early dismissal cutoff for ALL students will be at 1:30pm daily. At 10:30 a.m. the automatic dialing system will begin to notify parents that students are absent. **11:00 am will be the cutoff in which students will be considered absent for that instructional day.** (Unless valid excuse is submitted within 3 days of official absence). Please see list below of valid excuses that may be submitted for review.

It is expected that parents will turn in excuse notes on 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. Parents or legal guardians can submit excuse notes via www.chestercommunitycharter.org through the “FAMILIES” 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 for processing. Please contact your child’s specific school building for additional assistance.

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. All excuse notes are to be received by front office personnel, the school’s principal and the CCCS attendance department for verification and processing.

LEGAL REQUIREMENT FOR 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, in addition to online submissions through the CCCS website.
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 submitting online absent forms where all required fields are not completed properly before submission. All excuse notes are received by Front office personnel, the school’s principal and the CCCS attendance department for verification and processing.
4. If a third unexcused absence occurs, the school will notify the parents in writing within ten (10) days of the third unexcused absence sent as a “FirstNotice”.
5. After the ‘First Notice’ has been served, and if no improvement has occurred in student attendance, and after a 6th unexcused absence, a Student Attendance Improvement Plan (SAIP) conference will be initiated. The school will initiate the SAIP 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 the 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.

Children and Youth Agency. Children and youth services (CYS) may be contacted in reference to parent/legal guardians not abiding by the state's truancy laws. 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 may file a citation, which will result in a proceeding before a magisterial district judge.
- **18 excused absences** submitted online or in person cumulative or consecutive will need to be verified by the school's principal.
- Students having 18 or more (10% of instructional days) excused absences may be subject to similar proceedings as truant students, including referral to school social worker and or referral to local children and youth organization.

CCCS Attendance and Truancy Flowchart

**Unexcused
Absence 1-2**

CCCS ROBO CALL

Phone call from
Teacher

**Unexcused
Absence 3**

CCCS ROBO CALL

Phone call from
Teacher

Student is
classified as
Truant

CCCS sends first
written
notification

**Unexcused
Absence 4-5**

CCCS ROBO CALL

Phone call from
teacher and official
attendance designee

Student attendance
improvement plan will
be scheduled with
Parent/Guardian

**Unexcused
Absence 6**

CCCS ROBO CALL

CCCS sends 2nd
written
notification

Student is
classified as
habitually truant

CCCS may refer
parent/guardian to
CYS or Truancy
Court hearing

**Unexcused
Absence 10+**

CCCS ROBO CALL

Home visit will be
conducted by
truancy officer

CCCS will refer
parent to
CYS/Truancy court
Hearing