



Charleroi Middle and High School Attendance Expectations

Excuses must be submitted immediately upon return to school. Students have three (3) days upon return to provide a written excuse from a parent/guardian or doctor for an absence or tardy. After three (3) days without written documentation, the absence will be considered unexcused. Six (6) or more unexcused absences can result in a citation through the magistrate's office.

Tardies:

- Students are considered tardy if they arrive at homeroom after 7:33.
- 1-3 tardies - Students will receive a warning.
- Every 4 tardies - Students will meet with the principal and serve lunch detention.
- 10 or more tardies - Students' school sponsored privileges (field trips, clubs, sports, dances, etc) will be revoked.

Early Dismissals/Half Day Absences:

- A parent/guardian must notify the greeter of an early dismissal in writing, by email (excuses@charleroisd.org) or by phone (724-483-3509 ext 3200).
- 1-3 early dismissals - Students will receive a warning.
- Every 4 early dismissals - Students will meet with the principal and serve lunch detention.
- 10 or more early dismissals - Students' school sponsored privileges (field trips, clubs, sports, dances, etc) will be revoked.
- A half day absence is defined as staying in school until 10:45 or arriving at 10:45.

Unexcused Absences:

- 3 unexcused absences - The parent/guardian will be notified in writing and a referral to a truancy intervention program will be made.
- 6 unexcused absences - The attendance officer will conduct an attendance improvement meeting with the parent/guardian.
- 6 unexcused absences and any subsequent unexcused days - The parent/guardian will be referred to the magistrate for violation of compulsory school attendance and a citation will be filed.
- 10 unexcused absences - The student will be referred to Washington County Children and Youth.

Cumulative Absences (excused and unexcused, excluding medical):

- 5 cumulative absences - Parents will be notified in writing of the absences.
- 10 cumulative absences - Parents will be notified in writing of the excessive absences. Only a medical excuse will be accepted for absences.
- 15 cumulative absences - Students' school sponsored privileges (field trips, clubs, sports, dances, etc) will be revoked.

The PA Department of Education considers a child chronically absent from school once they reach 18 total absences. Please make every effort to stay under 18 days. Research indicates there is a positive and statistically significant relationship between student attendance and academic achievement and other student outcomes (Hein et al., 2013; Chang and Romero, 2008; Allensworth et al., 2014; Balfanz et al., 2007). Additionally, no student vacation or field trip will be approved if the days missed exceeds the allowable number of parent excuses. This will also apply to vacation requests during PSSA and Keystone testing, as the state expects every child to participate in the exams.