

# Centre Learning Community Charter School

SECTION: PUPILS  
TITLE: ATTENDANCE  
ADOPTED: February 21, 2007  
REVISED:

## 202. ATTENDANCE

The Board of Education requires that school-aged pupils enrolled in the Centre Learning Community Charter School attend school regularly in accordance with the laws of the State. The educational program offered by the Centre Learning Community Charter School is predicated upon the presence of the pupil and requires continuity of instruction and classroom participation.

Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session, except that a principal or teacher may excuse a student for temporary absences when s/he receives satisfactory evidence of such mental, physical, or other urgent conditions which may reasonably cause the student's absence.

Every teacher may upon receipt of satisfactory evidence of mental, physical, or other urgent reasons excuse a child for non-attendance during a temporary period, but the term "urgent reasons" shall be strictly construed and shall not permit irregular attendance. The following may be construed as being among "urgent reasons":

- a. Death in the Family.
- b. Impassable Roads.
- c. Quarantine when verified by a public health service or a licensed physician. d.
- Unusual emergency affecting a given student.

All absences occasioned by the observance of the student's religion on a day approved by the Board as a religious holiday shall be excused, and no student so excused shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday.

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A pupil may be excused during school hours for the purpose of obtaining non-school professional health care under the following circumstances:

- a. The health services are rendered by state licensed practitioners.
- b. There has been established reasonable cooperation between the school authorities and the practitioners in providing services to school children outside school hours.
- c. The time of necessary absence from school involves a minimum of interference with school work.

The Board shall excuse the following students from the requirements of attendance at the schools of the Centre Learning Community Charter School:

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons so urgent as to preclude regular attendance.

The Board may report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen. The Board shall issue notice to those parents and guardians who fail to comply with the statutory requirements of compulsory attendance that such infractions of the statute will be prosecuted.

**Charter schools must report to the student's school district of residence when a student has accrued 3 or more days of unexcused absences. It is the responsibility of the school district to enforce the compulsory attendance laws in accordance with the Public School Code.**

The Staff shall develop procedures for the attendance of students which:

1. Ensure a school session which is in conformity with requirements of the rules of the State Board.
2. Govern the keeping of attendance records in accordance with rules of the State Board.
3. Impose on truant students such incremental disciplinary measures as may be appropriate for infractions of school regulations, but no such penalty may have an irredeemably negative effect on the student's record beyond that which naturally follows absence from school activities.
4. Identify the habitual truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests.
5. Ensure that students absent for any reason have an opportunity to make up work they missed.

6. Issue written notice to any parent or guardian who fails to comply with the compulsory attendance statute within three days of any proceeding brought under that statute. Such notice shall inform the parent or guardian of the date(s) on which the absence occurred, that the absence was unexcused and in violation of law, that the parent must be so notified and informed of his/her liability under law for the absence of the student, and that further violation during the school term will be prosecuted without notice.

~~The following policy shall be followed:~~

- ~~1. When a student has acquired six (6) days absence, a copy of the attendance policy will be mailed home.~~
- ~~2. When a student acquires twelve (12) days absence, a parental conference will be requested and a final review of the attendance policy will be made.~~
- ~~3. When a student acquires eighteen (18) days of absence, the student and his/her parents will be offered a due process hearing by a review committee consisting of the principal, counselor, school nurse, and representative teachers.~~

~~If it is determined that no extenuating circumstances exist, upon reaching the nineteenth (19th) absence, the student will not be granted credit and will be required to repeat the educational program.~~

~~The review committee may exercise the following options:~~

- ~~1. Grant credit for medical reasons, provided the student has successfully met all other requirements.~~
- ~~2. Withhold course credit.~~
- ~~3. Recommend termination of enrollment for students 17 years of age or older.~~
- ~~4. Recommend expulsion for the remainder of the school year. (Board action required.)~~

~~If course credit is withdrawn, a student will remain, under normal circumstances, in the classes to which s/he is assigned.~~

Days of suspension (involuntary) will not be included in the absence plan.

The Board or Faculty Leadership Team shall, upon written request of the parents or guardians, release from attendance a student participating in a religious instruction program acknowledged by the Board. Such instruction shall not require the child's absence from school for more than thirty-six (36) hours per school year, and its organizers must inform the Board of the child's attendance record. The Board shall not provide transportation to religious instruction.

#### Education Tours and Trips

Upon receipt of a written request from the parents of the pupils involved, pupils may be excused from school attendance to participate in an educational tour or trip provided during the school term at the expense of the parents when such tour or trip is so evaluated by the Staff and pupil participants therein are subject to direction and supervision by an adult personage acceptable to the Staff and to the parents of the pupils concerned.

In order to clarify absences under such reasons, the following policy for educational tours and trips, not school sponsored, is established:

- a. Educational tours or trips will be considered for approval if it can be determined that such tour or trip will be of equally rewarding educational significance to the student. In order for the Centre Learning Community Charter School to make such a determination, the parent and/or guardian shall indicate the days to be missed, the destinations of the tour or trip, and the reason why the tour or trip could not be taken on days when school is not in session.
- b. Unless some emergency arises, such requests shall be made at least two (2) weeks prior to the date of the tour or trip.
- c. If more than one child in a family will be taking the tour or trip, the request for all the children shall be included in the request made to the lead teacher of the oldest child. However, the name and school of each involved child should be noted in the request so that their absences may be cleared with the appropriate principals.
- d. All school work and tests missed during the approved tour or trip shall be made up at the instigation of the student and the reasonable convenience of the teacher.