

Student's Policy #204

SusQ-Cyber Charter School's Attendance Policy

SusQ-Cyber Charter School (Charter School) students are required to log in to homeroom and submit work every day as well as attend all live class sessions each week.

When a student misses school they are marked absent and parent/guardian must submit an excuse form within three school days of the date of absence (unless student is emancipated). Phone calls, emails and/or letters will be utilized to notify parents of the absence.

Excused Absences

- *Illness or Injury.* An absence resulting from illness or injury, which prevents the student from being physically able to participate in school. Any student missing more than three consecutive school days due to illness or injury requires a note from a physician.
- *Medical or Dental Appointments.* An absence resulting from a medical (health care or therapy) or dental appointment for the student. Students and parents should make every effort to schedule appointments outside of the school day. Notice should be given to the attendance clerk prior to the absence, except in the case of an emergency.
- *Death in the Immediate Family.* An absence resulting from the death of a member of the student's immediate family. The immediate family of a student includes, but is not necessarily limited to, parents, grandparents, brothers and sisters.
- *Court or Administrative Proceedings.* An absence resulting from the attendance of a student at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness. Written proof requiring attendance must be provided, such as a copy of the subpoena.
- *Observance of a Religious Holiday.* Upon written parental request, an absence may be excused if the tenets of a bona fide religion, to which a student or his/her parent adhere, require observance of a religious event. Prior written notification (form is in the Parent Portal) shall be provided and approved by the CEO.
- *Educational Opportunities or Family Educational Trips.* An absence may be excused when it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity. Prior written notification (form is in the Parent Portal) shall be provided and approved by the CEO. Educational Opportunities or Family Educational Trips are subject to the following rules:
 - Not to exceed two in one school year.
 - Not to be scheduled during state testing windows.
 - Not to be scheduled during the last two weeks of a semester.
- *Urgent Reasons.* An absence resulting from an urgent reason may be excused. The Charter School shall strictly construe the term "urgent reason" as it applies to such absences and such excuse does not permit irregular attendance.
- *No Internet Access or Power Outage.* Parents must notify attendance clerk or technical support the day of the technical difficulties.

Unlawful Absence

Any day that the student has not logged in, that is not determined to be legal or excused, will be considered an unexcused/illegal absence.

The following reasons for absences are illegal and unexcused:

- Truancy
- Lack of transportation
- Educational trips not approved in advance
- Shopping
- Birthday or other celebration
- Hunting, fishing, or attending sporting events
- Gainful employment
- Sleeping in
- Babysitting
- Any other reason not listed in the Excused Absences section.

The student's parent/guardian must present a valid excuse within 3 school days of the student's return from an absence.

Attendance Notification

- Parents/guardians will be notified of absences via phone call, email and/or letter.
- Parents/guardians are responsible to check PowerSchool for attendance daily.
- Parents/guardians should call attendance clerk the day of absence.
- Parents/guardians must submit an excuse form (found in the Parent Portal) or medical excuse within three days.
- An absence becomes Unexcused (for students 17 years+) or Illegal (for students under 17 years of age) when an excuse is not received after three days.
- After three Unexcused or Illegal days parents are notified to attend a mandatory Truancy Elimination Plan (TEP) meeting.
- After three Illegal (for students under 17 years of age) days a truancy notice is sent to the parent/guardian and the home school district. If, after the first notice, the student is Illegal for three more days a certified truancy letter will be sent to the parent and the student's home school district.
- If, after attending a TEP, the student continues to be Unexcused (for students 17 years+) for ten consecutive days, he/she may be removed from the Charter School and the student's home school district will be notified.
- If, after attending a TEP, the student continues to be illegally absent (for students 17 years+) for ten or more consecutive school days, he/she may be removed from the Charter School's rolls per state law (22 Pa. Code 11.24).

Truancy Elimination Plan

- A Truancy Elimination Plan (TEP) is a school-family conference used to address chronic absences and/or academic difficulties. The attendance clerk, teacher or other school staff, can recommend students for a TEP.
- Issues addressed should include but not be limited to:
 - Appropriateness of the student's educational environment
 - Possible elements of the school environment that inhibit student success
 - Student's current academic level and needs
 - Social, emotional, physical, mental and behavioral health issues
 - Issues concerning family and home environment
 - Any other issues affecting the student's success
- These are important meetings for the student's continued success therefore the attendance by student and parent/guardian is mandatory.
- If it is deemed necessary by administration, a meeting with student, parent/guardian, administration and a member of the Board of Trustees may be required.

Academic Privileges

Students in grades 10 through 12 will have the opportunity to earn the academic privilege of working independently. At certain times during the school year, grades will be reviewed. If a student is maintaining an average of an 83% in a course that does not provide remediation for a standardized test, the student will be able to work independently in that course. It will be the student's responsibility to submit their work on the day that it is due. Work must be submitted for the previous week no later than 8 AM on the proceeding Monday. Should that Monday be a holiday on the approved school calendar, the work will be due no later than 8 AM on the next regularly scheduled school day. Additionally, in order to receive attendance credit, students must contact their mentor weekly to discuss their current academic standing. Should a student fall below an 83% for the course at any given time during the semester, the student will be required to attend that class for a minimum of the balance of the marking period regardless if the student should bring their grade above an 83% at any point during that marking period.

Evaluation dates for independent status are as follows:

- The fourth Monday of September
- The mid-way point of the second and third semesters
- The end of each marking period

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENT.