

ATTENDANCE POLICY

Absences are disruptive to students' ability to learn and create problems with the implementation of CCS' school culture. Accordingly, all absences, whether excused or unexcused, have the logical consequence that the student will have to make up all missing class work. Multiple unexcused absences may result in additional consequences such as School Attendance Review Team conferences and a referral to the school's Truancy officer.

Types of Absences Defined.

1. Excused absences occur when a parent knows the child is not at school and the reason(s) is/are excused by the School. The following absences are considered excused:
 - A student's personal illness
 - A student's medical appointment verified by a doctor's note
 - Quarantine of the home
 - A death in the family (up to 5 grievance days per school year)
 - Observance of a religious holiday (up to 3 days per school year)
 - Court summons/subpoena
 - Serious family emergency (subject to principal discretion/approval)
 - Time off for student's work in the entertainment industry (Must be pre-approved by the school and verified by proper documentation).

If you are aware that your child must be absent from school for a period of 10 or more school days due to severe injury, chronic illness, or a scheduled surgery, please contact the School and provide School personnel with medical documentation. Your child may be eligible to receive academic instruction through Celerity via home-hospital services during their prolonged absence.

2. Unexcused absences occur when a parent knows that the child is not at school but the reason(s) is/are not those excused by the School. Unexcused absences include a student being absent for any reason other than what is explicitly listed above. Examples of unexcused absences include missing class or other mandatory school activities due to family trip or vacation, lack of transportation to the School, or a parent’s medical or other appointment. Moreover, each late arrival to school or early pick up from school may also be considered an unexcused absence as determined by the School’s principal.
- 3.

UNEXCUSED ABSENCE CONSEQUENCE CHART

Number of Absences	Consequences
1-5 Unexcused Absences	Call from School and request for valid written excuse
6 Unexcused Absences	Call from School and request for valid written excuse 1st Truancy Notice Sent Home
9 Unexcused Absences	Call from School and request for valid written excuse 2nd Truancy Notice Sent Home; Truancy Officer Notified; SART Meeting Scheduled
12 Unexcused Absences	Call from School and request for valid written excuse 3rd Truancy Notice Sent Home Truancy Officer Refers Student to Family and Youth Services Center (FYSC) or Families in Need of Services (FINS)



TARDY CONSEQUENCE CHART

Number of Tardies	Consequences
1-2	Call from school and request for written valid excuse.
3	1st Official Notice sent home. Call from school.
6	2nd Official Notice sent home. Attendance Supervisor notified.
9	3rd Official Notice sent home. Referral to School Attendance Review Team (SART). SART meeting held and contract established.



I have received the Celerity Schools Louisiana Charter Schools' 2018-2019 attendance and tardy policy and I understand and agree that I will comply with the policies and procedures and ensure that my child(dren) come to school on time every day.

Parent/Guardian's Printed Name

Student Name

Parent/Guardian's Signature

Date

Please return to the school's Office Manager as soon as possible.

***Please note: Failure to return this form signed, does not exempt a student from being held responsible for upholding the attendance policy.