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Board of Trustees Resolution

WHEREAS the Board of Trustees of Achievement House Cyber Charter School desires to comply with applicable state and federal laws and exercise its authority to promulgate policies for Achievement House Cyber Charter School;

NOW, THEREFORE, be it resolved that the Board of Trustees of Achievement House Cyber Charter School adopts the following policy:

Attendance and Truancy Policy

Purpose

Pennsylvania law requires regular attendance by all children enrolled in AHCCS. Students are required to complete 990 hours of instruction or instructional activities per academic year. The following attendance guidelines apply to all students.

For the purpose of implementing this policy attendance is defined as a student logging into the AHCCS Learning Management System (LMS) every school day and submitting work in the majority of his/her classes every week. School days are defined by the Board approved calendar prior to the start of school each year. In addition to completing assigned coursework, students are required to report to designated testing sites, and complete all state mandated assessments as required by the Pennsylvania Department of Education.

Absences

A student will be considered absent for every school day that he/she has not logged into the LMS and has not submitted work in the majority of his/her classes.

Lawful Excused Absences

Parents are responsible for calling to notify school personnel by the morning of the absence and may be required to provide AHCCS with written verification of the date of the absence and the reason for the absence upon the student's return to AHCCS. Students are required to make up any missed coursework and state mandated assessments if applicable. A medical related absence longer than three consecutive days may require an excuse from a doctor. Excused absences are defined as follows:

- *Illness or Injury*
- *Medical or dental appointments*
- *Death in the immediate family*
- *Court or administrative proceedings*

- *Religious holidays and religious instruction**
- *Non-school sponsored educational tours and trips**
- *Tutorial work**
- *Urgent reasons***

**Prior approval from the CEO or designee is required.*

***Urgent reasons will be reviewed case by case and deemed excused by the CEO or designee*

Unlawful Unexcused Absences

Any absence that is not deemed legal or excused will be documented as unexcused/illegal. The following reasons for absences are unexcused:

- *Insufficient internet access*
- *Undocumented technical issues*
- *Non-school sponsored educational tours and trips that were not preapproved*
- *An absence in which no parent note was supplied within three days of the absence*
- *Any other reason not listed as legal excused*

In accordance with Pennsylvania law, students who are not in attendance for ten consecutive school days will be dropped from school enrollment.

Truancy

Attendance at AHCCS is a student's obligation and responsibility. Students who do not meet the attendance policy expectations will be faced with the following consequences:

1st Unexcused Absence – Phone call home to parent/guardian

*2nd Unexcused Absence – **Level 1 Truancy** - Student will be placed on an Attendance Plan. Phone call home to parent/guardian*

*3rd Unexcused Absence – **Level 2 Truancy** - Student will be placed on a Truancy Elimination Plan, Home school district will be notified of absences as required by law, and parents will receive a copy of the notification.*

*4th Unexcused Absence – **Level 3 Truancy** - Truancy Elimination Plan will remain in effect, Parent/Guardian phone conference with administration.*

*5th Unexcused Absence – **Level 4 Truancy** - Truancy Elimination Plan will be reviewed and modified if necessary, parents/guardians will be required to attend a mandatory truancy meeting.*

*6th Unexcused Absence – **Level 5 Truancy** – If a student has accumulated 6 unexcused/unlawful absences the home school district will be notified of all unexcused absences, parents will receive a copy of the notification.*

*7th Unexcused Absence – **Level 6 Truancy** - A student who has accumulated 7 unexcused/unlawful absences may be referred to the AHCCS Board of Trustees for disciplinary action, up to and including expulsion.*

No more than one level of truancy will be issued per week.

Once a student's home school district of residence is notified of the child's illegal absences, following the 3rd unexcused absence, AHCCS will report additional violations to the student's home school district of residence. Without further notice to the family, the home school district will file a citation for each offense with the local District Court (Title 24, Pennsylvania School Code, Section 13-1327 and 13-1326).

Any parent/guardian of a student and/or students 13 years of age or older who fail to comply with Pennsylvania law regarding compulsory school attendance may be subject to the penalties outlined in the Pennsylvania School Code of 1949 at Section 13-1333. Such penalties include, but are not limited to, imposition of a fine not exceeding \$300 for each violation, plus court costs, completion of a parenting education program, completion of community service, suspension or delay of driver's license (student only) or a sentence in the county jail for no more than five (5) days.

Absent from Testing

Students that are required participate in the state-mandated assessments including PSSA, PASA, Keystone, WIDA, and Project Based Assessments must do so in accordance with Chapter 4 of the PA Code (22 PA. CODE §§ 4).

- If a student does not attend the required days of testing, the testing administrator must mark this as an unexcused absence for each day missed. If a student is ill and not able to attend the first day of testing, he/she should attempt to attend the remaining days of their scheduled site. After two missed days the student must reschedule for another testing site. If a student misses three days, a doctor's note must be provided to substantiate the absences.*
- If a student has not submitted a valid excuse, each subsequent day that a student does not attend testing will be marked as an unexcused absence. After three cumulative unexcused absences a student is considered truant. Should a student have ten consecutive unexcused absences, the student will be removed from the active school rolls consistent with Chapter 11 (22 PA. CODE §§ 11).*

Definitions

Attendance Plan

The Attendance Plan is an intervention to identify supports to assist students in improving his/her attendance. The plan will outline strategies and weekly goals. The parent/guardian is expected to oversee his/her student's adherence to the Attendance Plan.

Truancy Elimination Plan (TEP)

Students who have accumulated three unexcused absences, have been on an Attendance Plan and are still not meeting attendance requirements will be placed on a Truancy Elimination Plan. The TEP requires a meeting with the student, parent/guardian, the Homeroom Coach, and a school official.

Keystone Exams

High school students are required to take the Keystone exams. The Keystone Exams, consist of tests covering Algebra I, Biology, and Literature.

PSSAs

All public school students enrolled in grades 3, 4, 5, 6, 7, and 8 are required to participate in the English Language Arts and Mathematics PSSA or the PASA

All public school students enrolled in grades 4 and 8 are required to participate in the Science PSSA.

WIDA Testing

Any student that is designated as an English Language Learner as per their WIDA Aptitude exam results is required to take the state mandated WIDA ACCESS exam.

Project Based Assessments

Students who are unable to meet Chapter 4 requirements relating to high school graduation requirements through the Keystone Exam may qualify to complete a project based assessment.

To the extent that anything in this policy could be construed to conflict with the school’s charter or applicable state and/or federal laws; the charter and/or applicable state and/or federal laws supersedes this policy.

References: *Title 24, Pennsylvania School Code, Section 13-1327 and 13-1326; 22 PA. CODE §§ 4; 22 PA. CODE §§ 11; 24 PA. STAT. ANN. § 17-1715-A(9); 22 PA. CODE § 11.3*

President

Date

Secretary

Date