



ATTENDANCE POLICY FAQ SHEET

AUGUST 2011

Students enrolled at Pan American Academy Charter School are required to attend school daily in accordance with the compulsory attendance laws of the Commonwealth of Pennsylvania. Under this law, parents and guardians are required to make sure that their children attend school every day that school is in session and arrive at school on time. Students need to bring in an excuse note for each day of absence within 3 schooldays of the absence to be excused. If a student arrives after 8:25, he will be coded as late. If a student has 3 unexcused absences, he may be reported to the Office of Truancy at the School District of Philadelphia. Grounds for expulsion are 15 unexcused absences or 20 unexcused latenesses. Attendance will be strictly monitored by the Attendance Officer.

Pan American Academy Charter School is partnering with the District Attorney's Office and working with the Truancy Prevention Office this year. Should your child reach 9 unexcused absences this year, he will be referred to the Truancy Prevention Office within the District Attorney's Office for the city of Philadelphia.

The following absences are considered to be excused absences: *illness and injury; family emergency; death of a family member; medical or dental appointment that could not be scheduled outside of school hours-prior written notice to the school is required; school sponsored trips; religious holidays observed by the student's immediate family-prior written notice to the school is required; religious instruction not to exceed 36 hours per school year;*

Excessive unexcused absences constitute misconduct and will be handled in the following ways:

- After three (3) unexcused absences, the attendance officer will contact the parent or guardian of the child via telephone and letter, and inform the parent that additional unexcused absences will result in parent conference with Director.
- After five (5) unexcused absences, the attendance officer will contact the parent or guardian of the child via telephone and letter, notifying them that the student's absences were unexcused. Additionally, the Director will schedule a meeting with the parent or guardian and student to develop a truancy elimination plan ("TEP"). A case manager will be assigned.
- After seven (7) unexcused absences, the principal will contact the parent via letter and inform the parent that the student's absences were unexcused. Additionally the principal will schedule a meeting with the parent or guardian and the student to review the unexcused absences and inform parent of consequences to additional unexcused absences.
- After nine (9) unexcused absences, the Director will contact the parent via letter informing the parent/guardian that Pan American Academy Charter School is referring the student to the District Attorney's Office, specifically to the Director of Truancy Prevention.
- After eleven (11) unexcused absences Pan American Academy's CEO will inform the parents that additional unexcused absences totaling fifteen (15) unexcused absences will result in the recommendation of an expulsion hearing.
- Each subsequent violation of the TEP will be documented and sent to the parent or guardian by the Director
- If a student misses ten (10) consecutive school days, which are not excused, the student will be dropped from the rolls at the school and the matter will be referred to the School District for truancy proceedings.

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