

ATTENDANCE

Regular school attendance is essential for success in school as well as employment. Daily attendance is recorded by the instructors.

Legal excuses for not attending school shall be limited to: illness or recovery from an accident, quarantine to the home or death in the immediate family. Certain absences may be classified as excused at the discretion of school officials. These may include court appearances, unavoidable family emergencies, religious holiday/instructions, educational trips or health care such as medical appointments. These should be approved in advance.

The CCCTC's Joint Operating Committee (JOC) Policy states that regular attendance in school is a necessary condition for a student to secure maximum benefit from the public school program being provided. The school's administration may require a student to provide a medical statement or excuse from a licensed practitioner of the healing arts for every absence from school, subsequent to that student having accumulated absences of fifteen (15) school sessions and/or fifteen (15) school days in any school year. Failure to provide the requested medical excuse may result in such absences being classified as unexcused and/or unlawful depending on the age of the student.

Reasons for absences that are not acceptable include, but are not limited to:

Personal Reasons	Illegal Employment
Babysitting	Truancy - Absence without parental knowledge
Running Errands	Leaving School during School Hours
Shopping	Hunting
Missing the Bus	
Parental Neglect - Parent knows of the absence	

(i.e. unauthorized trips, babysitting, errands, housework, oversleeping)

Check with the Attendance Office **before** the absence to avoid being penalized for an unexcused absence. Acceptance of excuses will be determined by school personnel. Notification of the school does not insure that an excuse will be considered excused/legal.

Unexcused absences constitute truancy and for students of compulsory school age, unexcused absences are illegal. All class work lost during unexcused or unlawful absences may not be made up and is recorded on the school records as a zero (0). A total of more than three days of unlawful absences makes the parents subject to a fine or imprisonment under provisions of the Pennsylvania School Code. Students beyond compulsory school age are expected to attend school regularly. Students in this category may be excluded from school if persistently absent without acceptable excuses.

Students must account for all absences by notes from parents or guardians. These notes signed by the parent, guardian or responsible adult containing the date or dates of absences and the reason for the absence are to be presented to the CCCTC's Attendance Clerk at the beginning of the **next class** attended. Any absence not covered by an excuse within three days of the absence will be recorded as unexcused and may result in disciplinary action. **The responsibility for arranging to make up work rests entirely with the student.**

Students will not be excused before the regular dismissal time without a written request from a parent or guardian, except for serious illness. The request

must be presented to the Attendance Office for approval before the beginning of class. **Students are not permitted to leave the building or absent themselves from their assigned area DURING SCHOOL HOURS without signing out in the Attendance Office at the sending school or the CCCTC.** A student who arrives at his/her class after the scheduled starting time will be considered tardy or late and must report to the Attendance Office for an admittance slip. Excuses for early dismissals and tardiness will follow the same requirements outlined for absences.

Students who become ill during the day must report to the Attendance Office. Ill students are not to go to the restroom to stay or go home without signing out in the office at the high school or the CCCTC Attendance Office. Students waiting to be taken home must wait in the Attendance Office until released by office staff.

Students are required to attend the CCCTC on days that the Sending Schools have scheduled Act 80 Days. If the student is not in attendance on these days the student will be marked absent. An excuse must be submitted to the CCCTC's Attendance Office, or the absence will become unexcused after three days.

BULLYING

Bullying, harassment or intimidation means any written, verbal or physical act that takes place on school property, at any school sponsored function or while traveling to and from school, and that: a reasonable person should know, under the circumstances that the act(s), will have the effect of harming a student, damaging the student's property, or placing the student in reasonable fear of harm to his/her person or property; or has the effect of insulting or demeaning an individual or group in such a way that causes fear in the victim(s).

Bullying, harassment or intimidation, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate. Consequences and appropriate remedial actions for a person who commits one or more acts of bullying, harassment, or intimidation may range from positive behavioral intervention to detention or even suspension or expulsion in some cases.

BUS TRANSPORTATION

The busing of students to and from the CCCTC is provided by the sending school. **Incidents of misconduct reported by the bus driver will result in disciplinary action.** Students (except those walking from MASH) are not permitted to use other means of transportation to and from the CCCTC without permission from the high school Principal and CCCTC Administration.

Safety must receive prime consideration while waiting for, entering, riding or leaving the school bus. Students must meet the bus at the scheduled time and place. There will be no pushing or crowding while entering or leaving the bus. The bus driver is in charge of the bus and the students. He/she can deny the privilege of riding the bus to anyone who does not show proper courtesy and/or endangers passengers by disregarding rules of common sense or safety. **If a student is not permitted to ride the school bus, it is his/her parents' responsibility to provide transportation to and from classes.**