

First Philadelphia Charter School for Literacy

Attendance & Punctuality

ATTENDANCE

The Board of Trustees requires that students enrolled in First Philadelphia Charter attend school regularly in accordance with the laws of the Commonwealth. The educational program offered by this school is based upon the presence of the student and requires continuity of instruction and classroom participation.

Repeated infraction of Board policy requiring attendance of enrolled students may constitute such misconduct and disobedience as to warrant suspension or expulsion from the school program.

ABSENCES

If a student will be absent, his/her parent must call the school before 8:30 a.m. stating the reason for the absence and the expected return date. If the school does not receive a phone call from the absent student's parent/guardian, the school will call the parent/guardian to ensure the child's whereabouts and safety.

A student must present a note from his/her parent/guardian upon his/her return to school. Failure to do so will result in an unexcused absence. If a student is absent more than three consecutive days, he/she must have a doctor's note to return to class.

REPETITIVE UNEXCUSED ABSENCES

- Five unexcused absences (35 hours of missed instruction) – A meeting will be scheduled with the child's parent/guardian, the teacher and the Dean of Students to discuss the class work missed. The teacher will summarize the meeting in a letter to the parent. The letter will be sent (certified return/receipt requested) to the parent. A copy will be placed in the child's official file. Failure of a parent/guardian to attend this mandatory meeting will result in an out of school suspension until such time as the meeting is held.
- Ten unexcused absences (70 hours of missed instruction) – A letter will be sent (certified return/receipt requested) by the CAO or designee to the parent/guardian to schedule a meeting to discuss the child's attendance. The meeting attendees may include the counselor, nurse, teacher or other professional, as the CAO deems appropriate. The CAO will summarize the meeting in a letter to the parent. The letter will be sent (certified return receipt requested) to the parent. A copy

will be placed in the child's official file. Failure of a parent/guardian to attend this mandatory meeting will result in an out of school suspension until such time as the meeting is held.

- Eighteen unexcused absences (10% of missed instruction) – A letter will be sent (certified return/receipt requested) by the CAO or designee to the parent/guardian to schedule a hearing with the Discipline Committee of the Board of Trustees to discuss the child's attendance. The CAO or designee will present the case to the Committee and the parent/guardian will have an opportunity to respond. This committee will recommend further action to the board including, but not limited to, probation, retention, suspension or expulsion.

Punctuality:

First Philadelphia Charter expects all students to be on time when arriving for school. Parents are asked to make punctuality a priority. Students who arrive late disrupt class and are deprived of a smooth transition into the school day. Students who are not in their line for the Pledge of Allegiance are considered late. If the child is late for school, the student must report immediately upon arrival to the office, sign in and receive a late slip to enter the classroom. Parents may not accompany the child to his/her classroom. A note will be sent home to be signed by the parent and returned the next day. Repeated infractions of Board policy requiring punctuality of enrolled students may constitute such misconduct and disobedience as to warrant suspension or expulsion from the regular school program.

Repeated Lateness:

- Five times late – A letter will be sent to the parents/guardians by the Dean of Students to notify the family that the child has been late 5 times. The letter will be sent (certified return/receipt requested) to the parent/guardian.
- Ten times late – A letter will be sent (certified return/receipt requested) by the CAO or designee to the parent/guardian to schedule a meeting to discuss the child's lateness. The meeting attendees may include the counselor, nurse, teacher or other professional, as the CAO deems appropriate. The CAO will summarize the meeting in a letter to the parent. The letter will be sent (certified return receipt requested) to the parent. A copy will be placed in the child's official file. Failure of a parent/guardian to attend this mandatory meeting will result in an out of school suspension until such time as the meeting is held.
- Fifteen times late – A letter will be sent (certified return/receipt requested) by the CAO or designee to the parent/guardian to schedule a hearing with the Discipline

Committee of the Board of Trustees to discuss the child's lateness. The CAO or designee will present the case to the Committee and the parent/guardian will have an opportunity to respond. This committee will recommend further action to the board including, but not limited to, probation, suspension or expulsion.

First Philadelphia Charter
School for Literacy

Student Dress Code

Regular Dress Code

Girls

Jumper #37 *[from Flynn & OHara]*

White cotton blouse (long or short sleeves) with peter pan collar

Navy blue knee socks or tights

Black and white saddle shoes

Red cardigan sweater (with school logo) *[from Flynn & OHara]* (optional)

Boys

Navy blue slacks

White dress shirt (long or short sleeves)

School Tie # 37 *[from Flynn & OHara]*

Navy blue socks

Black belt and black tie shoes

Red v-neck sweater (required from October 1 through May 14) *Effective 10/01/04*

Gym Uniform (boys and girls)

Navy blue sweat suit (with school logo) *[from Flynn & OHara]*

Grey T shirt (with school logo) *[from Flynn & OHara]*

Navy blue mesh shorts (with school logo) *[from Flynn & OHara]*

White sneakers

White socks

Summer Optional Dress Code May 15 to September 15

Girls & Boys

Navy blue knee length Bermuda shorts (no cargo shorts)

Red short sleeve polo shirt (with school logo) *[from Flynn & OHara]*

Plain black belt

White sneakers

White gym socks (no Peds)

Other Regulations

- all shirts are to be tucked in the pants
- pants are to be secured at the waist.
- T-shirts may not be visible under the polo shirt.
- Clothing should fit the child and may not be oversized

- Slacks may not be worn under girl's uniform jumper
- Only school uniform sweaters may be worn in the classroom

First Philadelphia Charter School for Literacy

Uniform and Dress Code

The uniform and dress code are symbols of attendance at First Philadelphia Charter. Students will wear the school uniform from the first day of school until the last day of school. Students are required to wear the complete uniform everyday. Gym uniforms must be worn on scheduled gym class days. Students not in gym uniforms on gym days are considered not in compliance. Repeated infraction of Board policy requiring uniforms of enrolled students may constitute such misconduct and disobedience as to suspension or expulsion from the school program.

At the beginning of each day the classroom teacher will conduct a uniform inspection. A “Parental Uniform Non-Compliance Notification” will be sent home to the parent/guardian for any student not in compliance. The parent/guardian must sign form and return it the next day.

Uniform Infractions

- After 5 uniform infractions - A meeting will be scheduled with the child’s parent/guardian, and the Dean of Students to discuss the uniform infractions. The Dean will summarize the meeting in a letter to the parent. The letter will be sent (certified return/receipt requested) to the parent. A copy will be placed in the child’s official file. Failure of a parent/guardian to attend this mandatory meeting will result in an out of school suspension until such time as the meeting is held.
- After 10 uniform infractions - The student will be suspended for one day (out of school). The parents/guardians will be required to attend a meeting with the CAO or her designee to discuss the uniform infractions. The CAO will summarize the meeting in a letter to the parent. The letter will be sent (certified return/receipt requested) to the parent. A copy will be placed in the child’s official file.
- After 15 uniform infractions - The student will be suspended for two days (out of school). The parents/guardians will be required to attend a meeting with the CAO or her designee to discuss the uniform infractions. The CAO will summarize the meeting in a letter to the parent. The letter will be sent (certified return/receipt requested) to the parent. A copy will be placed in the child’s official file.
- After 20 uniform infractions - A letter will be sent (certified return/receipt requested) by the CAO or designee to the parent/guardian to schedule a hearing with the Discipline Committee of the Board of Trustees to discuss the uniform infractions. The CAO or designee will present the case to the

Committee and the parent/guardian will have an opportunity to respond. This committee will recommend further action to the board including, but not limited to, probation, suspension or expulsion.