



CHARTER HIGH SCHOOL OF ARTS – MULTIMEDIA & PERFORMING

6952 VAN NUYS BLVD. VAN NUYS, CALIFORNIA 91405

Office (818) 994-4744 Fax (818) 994-0099

Dear Parent:

This letter is to inform you about the attendance policies at CHAMPS.

We at Charter High School of the Arts, CHAMPS, want to ensure that your student receives the best education possible. We cannot do that if your student is not in school—on time, every day. The success of your student is dependent upon the student being in the class. School attendance is required for all children ages six through eighteen.

Please help us to provide your student with the outstanding education he/she deserves.

We will closely monitor every student's attendance and will insist that each student attend school regularly and on time.

*California State Truancy law states that absences are excused **only** if the student is ill or there is a death in the immediate family (1–3 day limit). All other absences are unexcused. Any tardy over 30 minutes, except for medical reasons, is also unexcused. If your student has three unexcused absences and/or tardies, he/she will be considered truant. After four more unexcused absences or tardies, you could find yourself before a judge and paying a fine.*

CHAMPS school policy is:

- a) A parent/guardian must call the attendance office at (818) 994-4744 the day the student is absent.
- b) The student must bring a note explaining the absence to the attendance office from the parent/guardian the day he/she returns. An excused absence is, as defined in the California State law, if the child is ill or there is a death in the immediate family. **If we feel that your child is absent excessively, we will require a doctor's note for every absence.**
- c) There is a maximum of seven (7) full-day absences per semester. Any absences beyond seven (7) will be grounds for failing the entire semester. There is a difference between absent for the day and absent for a particular class. A student is considered absent from a class if a student misses over one-half of the entire class time. A total of seven (7) class period absences may result in a failure (F) for that class for the semester.
- d) A student will be considered tardy if he/she is not in the seat prepared to work in the proper class when the bell rings. A student will be considered absent if he/she arrives half-way or more into the class time.
- e) In the event a student is tardy, the student must bring a written excuse signed by a parent/guardian.
- f) The Performing Arts Academy has a more stringent attendance policy which states that students absent for more than three (3) days per semester may lose the academy designation for that semester.

Many parents are unaware that going “out of town” with their children during school is an unexcused absence, as are “family emergencies.” In both cases, planning ahead can avoid unexcused absences and possible prosecution by the Los Angeles District Attorney’s Office.

It is our hope that during the summer you have planned and organized so that school is a number-one priority in your family. Make carpooling arrangements, plan trips for holidays and vacations, and have a back-up person available to take your child to school if you are ill or otherwise unable to do so.

Independent study may be considered for extended absences under the following conditions:

- a) Request must be submitted at least two weeks prior to the absence.
- b) Must be approved by faculty and staff.
- c) Individual contracts must be agreed upon between student and teachers at least one week prior to absence.
- d) All assigned work must be turned in upon return.

Thank you very much for your cooperation. Enclosed you will find a copy of the next year’s school calendar.

If you have any questions, please feel free to call us at (818) 994-4744

Sincerely,

Norman Isaacs, Ph. D., Principal

cc: Manager of Guidance, Child Welfare and Attendance

For your reference:

*Truancy: Who Does What, When -According to Education Code Section 48260, a pupil who is absent from school without a valid excuse for three days in one school year or is tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, **or any combination thereof**, is a truant and shall be reported to the district’s attendance supervisor or the superintendent.*

Holidays

Sept. 1, 2008	Labor Day
Sept. 2, 2008	First day of Instruction
Sept. 30, 2008	Pupil Free Day
Oct. 9, 2008	Pupil Free Day
Nov. 11, 2008	Veteran’s Day
Nov. 27 – 28, 2008	Thanksgiving Holiday
Dec. 22 – Jan. 9, 2009	Winter Recess
Jan. 19, 2009	Dr. Martin L. King Jr.’s Birthday Observed
Feb. 16, 2009	President’s Day
Apr. 6 – 10, 2009	Spring Recess
May 25, 2009	Memorial Day Observed
June 18, 2009	Last Day of Instruction
June 19, 2009	Pupil Free Day

ATTENDANCE CONTRACT

To Parents and Students:

Developing good habits of attendance and punctuality is essential to succeed in high school. Please sign below to indicate that you understand the Charter High School Of The Arts, Multimedia And Performing (CHAMPS) attendance procedures and that you will comply with them.

STUDENT AGREEMENT

I understand that it is my responsibility to attend all scheduled classes and to follow school procedures in the event of an absence. I further understand that proper attendance is crucial to my successful education.

Print Student Name: _____

Student Signature: _____ Date: _____

PARENT/GUARDIAN AGREEMENT

I understand that it is my responsibility to encourage my student to attend all classes. I have reviewed the attendance procedures with my student, and I understand the consequences as they relate to absenteeism. If my student has an appointment during the school day, I will make every effort to have him or her attend as many classes as possible before or after the appointment. I will cooperate with the school in resolving attendance problems. If my student will be absent or tardy, I must call the school at (818) 994-4744 that same day. When my student returns, he/she MUST bring a written note signed by the parent or guardian, which includes the following:

1. notification date,
2. student's full name and grade,
3. date(s) of absence,
4. reason for absence, and
5. name and relationship of person notifying the school.

I fully understand that absences not cleared within seven days may be recorded as a "cut" truancy.

I have read and discussed this agreement with my student.

Print Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Home Phone: _____ Work Phone: _____

Email address _____