



CHESAPEAKE SCIENCE POINT PUBLIC CHARTER SCHOOL

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CHESAPEAKE SCIENCE POINT ATTENDANCE POLICY

- If your child has been absent for any reason, you must notify the school as soon as practical, but no later than two (3) school days after he or she returns to school. The notification must be done in writing or sent via email to Mrs. June Calvert (6th-8th grade) or Mrs. Angie Obrien (9th – 12th grade) and is subject to monitoring and verification.
- Teachers will, within reason, assist students when the absence is excused. Students are responsible for work missed even if the absence is unexcused.
- Pre-arranged, extended absences must be approved by the Principal at least 10 days prior to the absence. The student must be in good academic standing,

The following attendance interventions will be utilized when the student has the following cumulative absences:

Aug/Sept 2 days	Oct. 4 days	Nov. 6 days	Dec. 8 days	Jan. 10 days	Feb. 12 days	Mar. 14 days	Apr. 16 days	May 18 days	June 20 days
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If a student receives an attendance letter, the order will be as follows:

First Letter – Grade Level Department

Second Letter – School Counselor

Third Letter – Assistant Principal

Fourth Letter – Principal

*After the fourth letter, the parent will be referred to the State’s Attorney’s Office and a request will be sent for a student to participate in Project Attend or District Court.

Students returning from an excused or unexcused absence have the following responsibilities:

1. Students must turn in any previously assigned written work (homework, papers, projects, etc.) by the end of the first school day of their return unless they have made other arrangements with the teacher.
2. Students must be prepared to complete any quizzes, tests, or presentations at the start of the next class they attend. Teachers may choose, in conjunction with the student, to schedule the make-up work, tests, quizzes or presentations for a time outside of class.

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