

SEVEN GENERATIONS CHARTER SCHOOL	SECTION: STUDENTS
	TITLE: 204 – ATTENDANCE
	ADOPTED: February 23, 2016
	REVISED: April 11, 2017

Policy	<p>The Board requires that school age students enrolled in the school attend school regularly, in accordance with state laws. The educational program offered by the school is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.</p> <p>Attendance shall be required of all students enrolled in the school during the days and hours that the school is in session, except that an administrator or teacher may excuse a student for temporary absences when receiving satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence. Urgent reasons shall be strictly construed and do not permit irregular attendance.</p> <p>All absences occasioned by observance of the student's religion on a day approved by the Board as a religious holiday shall be excused. A penalty shall not be attached to an absence for a religious holiday.</p> <p>The Board shall, upon verbal request of the parents/guardians, via school attendance hotline, verbal request through the main office or a written request, release from attendance a student participating in a religious instruction program acknowledged by the Board. Such instruction shall not require the child's absence from school for more than thirty-six (36) hours per school year, and its organizers must inform the Board of the child's attendance record. The Board shall not provide transportation to religious instruction. A penalty shall not be attached to an absence for religious instruction.</p> <p>Attendance need not always be within the school facilities, a student will be considered to be in attendance if present at any place where school is in session as approved by the Board; the student is receiving approved tutorial instruction or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction.</p> <p>On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, students who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance shall be excused by the Board.</p>
--------	--

Delegation of Responsibility	The Board of Trustees of Seven Generations Charter School authorizes the Chief Executive Officer (CEO) or his/her designee to develop procedures to enforce this policy.
Guidelines	<p><u>Legal Absences</u></p> <p>A student who is absent from school should contact the schools office, or return an absentee card to the administrative office of school within three (3) school days of return to classes. Without notification, the absence should be considered unexcused/illegal.</p> <p>A student who is legally absent from school is entitled to make up work according to the following guidelines:</p> <ol style="list-style-type: none"> 1. Make-up work is defined as that work which was assigned and/or covered in classes on the day(s) the student was absent. This implies that all work assigned through the student's last day of attendance is due on the first day of the student's return to classes. 2. All work assigned and/or covered during a student's absence must be completed in a reasonable period of time not to exceed two (2) days for each day of absence. Additional time to complete the work may be allotted at the discretion of the classroom teacher. 3. Students excluded from school through suspension will retain the same make-up rights and responsibilities as indicated in (1) and (2) above, but students will not be provided with formal classroom assignments while on suspension. 4. In all cases, it shall be the responsibility of the student to approach the classroom teacher in order to ascertain make-up assignments. 5. On days of absence, students may not sign in and out to attend specific classes. <p><u>Illegal Absences</u></p> <p>A student who is truant (illegally absent from school) may not be permitted to make up work assigned and/or covered during the period of illegal absence.</p> <p>Additional penalties for illegal absence as outlined in accordance with administrative regulations</p> <p><u>Truancy Intervention</u></p> <p>Recognizing that a student's truant behavior is often symptomatic of a larger problem, administrators will utilize the school's Truancy Intervention Program in dealing with problems of chronic truancy.</p> <p><u>Unexcused Absences</u></p>

A student who is absent from school without an acceptable excuse will not be permitted to make up work assigned and/or covered during that period of absence.

A student who accumulates ten (10) days of unexcused absence from school within one (1) school year may be considered as failing to meet the requirements for promotion. As such, s/he may be required to repeat the school year during which the ten (10) unexcused absences occurred.

In addition, discretionary penalties will be imposed when a student is absent from school without legal excuse.

Physician's Excuse Requirement

After ten (10) days of absence from school in any one (1) school term, a physician's certificate of illness may be required for any or all additional days of absence from the parent(s)/guardian(s) of a student. Any absence not so certified by a physician's certificate of illness may be declared unexcused/illegal, and all the penalties of this policy shall be applicable.

Emergency Permits

From time to time, unusual circumstances may occur which require that a student be excused for a portion of a school day, a full day or days. Teachers whose classes will be missed shall be apprised of the reason for the absence, in advance. Emergency permits are issued, subject to approval by the principal or assistant principal.

Students who find themselves in an emergency situation are to follow the procedure to secure an emergency permit, such as the one that follows:

1. Apply in writing with a note signed by a parent/guardian at least one (1) day in advance to either the principal or the assistant principal, with a full explanation of the nature of the request.
2. Upon receiving the emergency permit with the administrator's signature, the student shall secure the signatures of all teachers whose classes will be missed.
3. The emergency permit shall be returned to the issuing administrator before the student is scheduled to be absent from classes.
4. When only a fraction of a day is involved, the student shall sign the attendance log before leaving and upon returning.

A student may be granted an emergency permit for the following reasons:

1. Illness in the immediate family.
2. Court appearances.

3. Funerals.
4. Graduation ceremonies of members of immediate family.
5. Dental and doctor's appointments (students and parents/guardians are discouraged from scheduling these appointments during school hours). Any indication of abuse, in regard to such appointments, will require evidence of an appointment by way of a doctor's/dentist's appointment card.

Medical/Dental Appointments

The Board will recognize other justifiable absences for part of the school day. These will include medical or dental appointments.

Parents/Guardians are encouraged to schedule medical and dental appointments near the close of the school day or outside of regular school hours.

Travel

A student may be excused from school to travel if the travel is of an educational nature. A written request for approval of the travel must be submitted to the principal of the school by the parents or legal guardian prior to the planned trip.

Work may be assigned for the student to complete during the time of absence from school.

Notification Of Parents/Guardians

A student who has run away from home and not returned to school shall be carried on the active roll for a maximum of fifteen (15) days after the police have been notified. Such absence shall be classified as unexcused.

After ten (10) days of absence from school in any one (1) school term which is judged by the principal or designee to be excessive, a physician's certificate of illness may be required for additional days of absence, from the parents/guardians of any student covered by the compulsory attendance law. Any absences not so certified may be declared unexcused/illegal.

A form notice will be sent to the parents/guardians of any student adjudged to be abusing the regular attendance responsibility of all public school students as set down in the state regulations.

References

School Code – 24 P.S. Sec. 510, 1301, 1318, 1326, 1327, 1329, 1330, 1332, 1333, 1338, 1339, 1354, 1501, 1504, 1546

State Board of Education Regulations – 22 PA Code Sec. 4.4, 11.1, 11.2, 11.3, 11.5, 11.8, 11.12, 11.21, 11.22, 11.23, 11.24, 11.25, 11.26, 11.28, 11.32, 11.34, 11.41, 12.1

