

## Hornet Virtual Academy Attendance:

Possible Access / Completion Combinations	Confirmation of Access	Timely Submission of Assignment	Attendance Decision
Evidence of Access and Assignment Completion	Yes	Yes	Present
Evidence of Completion, but not Access	No	Yes	Present
Evidence of Access, not Completion	Yes	No	Absent
No Evidence of Access or Completion	No	No	Absent

### Reminders:

#### **POLICY 5150: Excuses for Absences**

A. It shall be the duty of each school principal to vigorously enforce and strictly interpret the compulsory attendance laws as stated in the Pennsylvania School Code.

B. Every day of student absence shall be explained by a written note from the student's parent or guardian. Principals have the authority to require a written excuse from a physician in such cases as they deem necessary.

C. Failure to produce a required excuse within three (3) school days from the student's return to school may cause an absence to be considered "illegal."

D. If a student is denied school furnished transportation for disciplinary reasons, the compulsory attendance laws still apply and students who are absent because transportation is not furnished shall be considered illegally absent.

E. Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board, or the

place where the student is receiving approved tutorial instruction or health care, or at a place where the student is engaged in an approved and properly supervised work-student or career education program or at home when the student is receiving approved homebound instruction.

F. Tardy shall be defined as not being present for less than one-third ( $1/3$ ) of the instructional time. Absent shall be defined as not being present for more than one-third ( $1/3$ ) of the instructional time.

G. Students in their senior year who are in good standing academically, have excellent attendance, and have no discipline referrals may be granted permission to arrive late or leave early from school. This would only apply if they have a first or last period study hall.

H. The Superintendent or designee shall develop procedure for the implementation of this policy. These procedures shall be made part of the building handbooks.

## **Guidelines**

Students are expected to be in school unless excused for a lawful absence. After absences, it is the student's responsibility to complete all missed work. Students who will be absent should get their assignments from their classes TEAMS pages or email their teachers.

Students must have a minimum of a half day of attendance for participation eligibility. Failure to comply may result in suspension from future activities.

Steps to follow upon a return from an absence or when arriving tardy:

- The student must give written excuses that have been signed by a parent or legal guardian, stating the date, the number of days absent, reason for absence, and a phone number to verify the note to their homeroom teacher. After 10 days of absence or tardy to school, a doctor's note is required to excuse the occurrence.
- If a student returns to school after homeroom, he/she should report to the Main Office in order to present his/her excuse.
- Students who fail to bring an excused note within three days will be considered unexcused for the day of absence.

All excused (lawful) absences from school for temporary periods can be classified under the following reasons:

- Bona fide religious holiday
- Tutorial work in a field not offered in the district's curricula
- To obtain non-school professional health care
- Illness or other urgent reasons, such as funerals, impassable roads, quarantine. The term, "urgent reason" shall be strictly construed and shall not permit irregular attendance.

- Educational activity (See also policy 5160)
- Graduation preparations of not more than three days.
- Work Study Programs

Students receiving homebound instruction are counted as present.

## **Unlawful Absences**

If a student fails to attend school and his/her absence is determined to be unexcused (unlawful), the following procedure will be followed:

**Compulsory School Age Students—students below 18 years of age:**

- After one day of unlawful absence or its equivalent, parent will be notified in the form of a letter, email, and/or phone notification of the absence.
- After a second day of unlawful absence or its equivalent, parent will be notified in the form of a letter, email, and/or phone notification of the absence.
- After a third day of unlawful absence or its equivalent, the parent or guardian of a child will be notified within ten (10) school days of the child's third unexcused absence that the child has been "truant".
- If the child continues to be truant and incurs additional absences after this notice has been issued, the school will offer the student and parent a school attendance improvement conference where a school attendance improvement plan (SAIP) will be created.
- After 6 or more unexcused absences, a child is "habitually truant". The school will refer the child to an attendance improvement program and/or may file a citation against the student or the parent in magistrate court.

**Noncompulsory School Age Students—students 18 years of age or older:**

- After one day of unlawful absence, parent will be notified in the form of a letter, email, and/or phone notification.
- After a second day of unlawful absence, parent will be notified in the form of a letter, email, and/or phone notification.
- After a third day, a parent conference will be requested. Unexcused absence beyond three days may be considered reason for withdrawal from school.
- Further attendance in school will require a decision from the principal and may require approval of the Superintendent and/or the Board of School Directors. Students shall be permitted to make up work missed when absent from school if the absence is excused. It is the responsibility of the student to see that missed work is made up.

## **20/35 Day Rule Procedures**

When a student reaches twenty (20) days absent in a semester course or thirty-five (35) days absent in a full-year course, a letter will be generated, and parents will be notified. Any time a student misses a class; it counts as an absence toward the 20/35-day total. If a student is not in a class, the teacher should count the student absent. Each teacher must keep daily class attendance. Parents should monitor attendance using the Parent Portal system and contact the attendance secretary if there are questions. This system has several checks and balances, which will ensure that all students are receiving letters in a timely manner.

There is an appeal process available to parents and students. The administration, in coordination with the teacher, will review individual cases to determine if there are circumstances that merit waivers to be extended. All teachers must follow this procedure and allow the appeal process to be the student's or the parent's remedy for cases that are worthy. If the teacher feels that the student should not fail, the teacher has the opportunity to influence the principal's decision.

## **Vacation/Trips**

Students planning to miss school due to a vacation or trip must obtain prior administrative approval. A form for such absences must be obtained in the main office. The completed form must be returned to the office 5 school days prior to the absence.

The student must carry the approved form to his/her teachers to request assignments. The student must make proper prior arrangements to avoid unexcused absences.

When parents / students put in a request for an extended absence, ten days or longer, school administration will send the request to the superintendent's office. The superintendent's office will determine whether or not the student will remain on the rolls. If a student remains on the school rolls, he or she will be responsible to make up designated work and assessments in the same amount of days but not to exceed ten school days. A student who is not granted permission to stay on the rolls and absent more than 10 consecutive days may be withdrawn from school by a parent/guardian in the guidance office. The student may enroll upon return.

## **Policy 5160: EXCUSED ABSENCES**

It shall be the policy of the Oxford Area School District that principals may honor the advance written request from a parent or guardian to have their child participate in an activity of an educational nature during school hours. Students given permission to participate will be considered as having an excused absence.

Approval of such absences for education purposes shall be guided by the following:

A. A sum total of five (5) days during any given school year will be allowed for a family educational trip (s), with pre-approval from the building principal.

B. The purpose, itinerary, and supportive educational aspects must be clearly explained for justifying such an experience beyond the classroom. Failure to provide an explanation of the educational value of the trip will result in the request being denied.

C. Written requests for such absences must be submitted one week in advance of the requested days of absence.

D. All assignments and work missed must be made up at the discretion of the teacher. The student is responsible for securing the assignments and work to be made up from the teacher.