
Student Attendance Manual

Glendale School District

Glendale Jr/Sr High School
1466 Beaver Valley Road
Flinton, Pa 16640
Mr. Brian Stacey, Principal

Glendale Elementary School
1500 Beaver Valley Road
Flinton, Pa 16640
Mrs. Kate Bacher, Principal



Updated 8/20

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Overview

The Glendale School District is committed to working with students and parents/guardians to provide a framework that supports consistent and regular attendance for all children. We value the education of our students, recognizing the relationship between regular attendance and student achievement. We work with our families to ensure that whenever possible, their children are in attendance at school.

The purpose of this attendance manual is to provide information about the laws and regulations governing school attendance, and the procedures followed by the District to maintain compliance with these mandated policies. Through utilization of the guidelines and forms provided in this manual, the District reinforces consistent implementation of attendance procedures across all K-12 schools. These procedures help ensure students attend school on a regular basis.

Pennsylvania Compulsory Education Laws

The term *compulsory school age* in Pennsylvania refers to the period of a child's life from the time the child enters school as a beginner (kindergarten or first grade), which may be no later than **six** years of age, until the age of **eighteen** or graduation from a high school, whichever occurs first. It is mandatory for all children of compulsory school age having a legal residence in Pennsylvania to attend a day school in which the subjects and activities prescribed by the Standards of the State Board of Education are taught in the English language, except in certain situations found in sections 1327, 1327.1, 1329, and 1330 of the Pennsylvania School Code.

All students from age 6 until age 18 are required to participate in an approved educational program. Parents or guardians are required by law to ensure that their children attend an approved educational program.

The following chart provides a quick overview of Pennsylvania’s educational laws regarding compulsory school attendance.

Code Section	Tit. 24 §§13-1326, et seq.
Age at Which School Attendance is Required	Between 6 and 18 or at the time of the child’s life that they have entered school
Exceptions to Attendance Requirements	Graduated high school; 15 and with approval, child may enroll in private trade school; enrolled in home education program pursuant to Tit. 24 §13-1327.1 or private school; physical/mental defects rendering education impracticable; 16 and lawfully employed; 15 and engaged in farming or domestic service or 14 if engaged in same having achieved highest elementary grade; resides over 2 miles from nearest public highway, school or free public transportation is not furnished
Home School Provisions	File annual notice of various information including proposed education objectives and immunization record; evaluation by teacher or administrator; minimum course requirements at each educational level; portfolio of records and materials
Penalties on Parents for Noncompliance	Up to \$300 for a first offense, together with costs and upon default of payment subjected to county jail up to 5 days; Up to \$500 for a second offense, together with costs and upon default of payment subjected to county jail up to 5 days; Up to \$750 for a third offense, together with costs and upon default of payment subjected to county jail up to 5 days. Students over 16 may be subject to a revocation of their driver’s permit or license by the Department of Transportation.

Although the compulsory education law defines the starting age as 6 years, the Glendale School District implements these regulations as soon as a student enrolls in the school system. For example, if a student is enrolled in kindergarten at the age of 5 years old, the district will implement the attendance laws for that child. All students enrolled in the district prior to the age of 6 must abide by the attendance laws.

Upon 25 (25) days of unexcused/unlawful absences, the student will not be granted credits and will be retained in the current grade for the following school year.

Absence from School

Absence is defined as the nonattendance of a student on a day that school is in session. It is expected that a parent/guardian notify the school about the student's illness or family emergency on the day of the absence.

Unlawful Absence (under 18 years of age)/Unexcused Absence (18 years of age or older)

Parents/guardians must provide a written explanation for the absence of their student. All absences are treated as unlawful until the school district receives a written excuse explaining the reason(s) for an absence. Parents/guardians and students should submit the written explanation within three (3) school days of the absence. If no written explanation is provided, the absence is recorded as unexcused/unlawful. Likewise, if a written explanation offers an excuse for absence that is not allowable (as outlined in Board policy no. 204), the absence will be recorded as unexcused/unlawful. If a written explanation is questionable in nature, the absence will be investigated. An absence only becomes excused when the school codes it accordingly.

When students under the age of 18 have an unexcused absence, the absence will be counted as unlawful. As per the Pennsylvania Department of Education, all unlawful absences are considered truant.

Unexcused absences include absence from school due to parental neglect, parental consent for reasons other than those specifically excused, illegal employment, and truancy.

Lawful Absence

A lawful absence from school is broadly defined by the state. Excused absences from school at the Glendale School District include the following:

- ◆ Illness
- ◆ Prearranged medical, dental, clinic, or hospital appointment
- ◆ Court appearances
- ◆ Funeral of relative
- ◆ Educational trips preapproved by the appropriate administrator - limit of two (2) annually, not to exceed a total of (5) school days
- ◆ Pre-approved annual visits to post-secondary and job shadowing options:

- Colleges, trade schools or job sites-with a maximum (non-cumulative) of:
 - 10th – 1 job shadow (counts like a field trip), NO college visits. Any job shadow after one will be parental excused
 - 11th – 1 job shadow, 1 college visit (both count like a field trip). Additional job shadow or college visits will be parental excused
 - 12th – 1 job shadow, 2 college visits (all count like a field trip). Additional job shadow or college visits will be parental excused
 - Military business will always count as a field trip when it is mandatory

- ◆SERV (Student Emergency Response Volunteers) members/junior firemen will be excused for emergency calls as part of the ten (10) days of parental excused absences if:
 - Student has not exceeded the 10 days of absence
 - Student has not accumulated in excess of 15 discipline points
 - Student is not failing two or more subjects for the nine weeks

- ◆Authorized school activities

- ◆Out of school suspension

- ◆Impassible roads or inclement weather (as deemed by school administrator)

- ◆One family emergency day upon approval by principal

- ◆Observance of student's religious holiday

- ◆Participation in religious instruction program - maximum of 36 hours annually

- ◆Permit test- ½ day; Driver test- up to ½ day if needed

The building administrator may require a doctor's excuse in situations where frequent absences are occurring and/or it appears absences are unexcused and/or unlawful. This requirement may remain in effect for the remainder of the school year.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification are permitted during a school year for students in grades 7-12. A maximum of twelve (12) days of cumulative lawful absences verified by parental notification are permitted during a school year for students in grades K-6. All cumulative lawful absences verified by parent note beyond this number will require an excuse from a physician. Students who are legally absent have the opportunity to make up any work missed. It is expected that students complete the work within the time frame allotted by school staff. In the case of a declared pandemic, these allotted days may be extended. Please consult with administration if you have any questions.

Unlawful Absences

Examples of unlawful absences are truancy, parental neglect, oversleeping, missing the bus, car trouble, running errands, shopping/preparing for a school event, babysitting, visiting relatives, hunting, fishing or stocking fish, working at home, remaining home to do homework, or a doctor's appointment for a sibling. PA Department of Education guidelines state that the absence of a teen parent is unexcused when that absence was a result of the teen's child.

Educational Trips

A student may be permitted to take a limit of two (2) educational trips per school year, with his/her parents/guardians, not to exceed a total of five (5) school days for the school year. These trips are to be preapproved and comply with program requirements as described in the Student Handbook. When an educational trip requires an absence of one day from school, an Educational Trip Request Form must be completed and given to the building administrator for prior approval. When an educational trip requires an absence of two or more consecutive days, the Educational Trip Request Form must be completed and returned to the Superintendent's Office at least one (1) week prior to the trip. See the Appendices section for a copy of this form. The form is also located on the district and school websites.

Educational trips for the first and last ten (10) days of school and during scheduled testing times (for state-mandated assessments – PSSA, Keystone Exams; final exams) are strongly discouraged and may not be approved during these windows. The testing calendar is available in your student's school office and on the school website.

Educational trips will not be approved for students who are failing their subjects or have unexcused absences. Shopping trips and similar activities will not be approved as educational trips. Parents/guardians are encouraged to contact the student's building administrator for details relating to excused absences for educational trips.

Medical Appointments

Students with an appointment to visit a doctor or dentist during school hours may be excused for the absence if a signed written request is provided by the parent/guardian prior to the event. The written request should include the name of the physician and appointment time. A note from the doctor/dentist must be given to the office upon the student's return to school. If a student does not bring a note to school before leaving for an appointment, the absence will be marked unexcused.

Students are expected to only be absent for a reasonable time before and after a medical/dental appointment. For example, if the appointment is at a time when the

student is able to come to school before and/or return after, he or she should certainly do so. However, if the appointment requires extensive travel time, that is taken into consideration. Most appointments should require no more than ½ of a day's absence. A note from the doctor/dentist should follow the student's return to school, recognizing the three-day grace period.

Student athletes are strongly encouraged to make appointments during after school hours. If students in extracurricular activities have a doctor's appointment prior to 1:00 p.m., they must return to school before the end of the school day with a note from the doctor/dentist in order to participate in the after school events.

Tardiness

Tardiness is defined as arriving late to a student's homeroom or class. Tardiness can have a significant negative impact on the learning process. Students must be in their homeroom classes by the starting time of the school. Tardy minutes may be added together daily to equal half or full days of absence. Below are the starting and ending times for the elementary schools, middle school, and high school.

- Elementary (Grades K - 6): 8:55 a.m. - 3:25 p.m.
- Jr/Sr High School (Grades 7 - 12): 7:45 a.m. - 2:44 p.m.

District Accountability for Absences

It is the responsibility of each school to maintain accountability for student attendance. Building administrators are responsible for assuring that all regulations are followed. If there are situations that cannot be addressed at the building level, and/or issues that directly relate to district policy regarding attendance, the District Office will provide guidance.

As per Board policy no. 204, the Superintendent or designee shall annually notify students, parents/guardians and staff about the district's attendance policy by publishing it in the student handbook, parent newsletters, district web site and other efficient methods. School rules and procedures governing student attendance, absences and excusals will be shared annually with these stakeholders.

Written Notification for Absences

The Glendale School District has implemented the following guidelines for monitoring attendance and providing written notification to parents/guardians about their student's absences.

Lawful Absences

- For students in grades 7-12, after a student has seven (7) lawful absences (excuses consist of approved lawful absences), a warning letter is issued to the parent/guardian.
- For students in grades K-6, after a student has eight (8) lawful absences (excuses consist of approved lawful absences), a warning letter is issued to the parent/guardian.
- For students in grades 7-12, after a student has ten (10) lawful absences (excuses consist of approved lawful absences), a Doctor's Excuse Required Letter is sent to the parent/guardian. Subsequent absences that do not have an accompanying doctor's note will be considered unlawful.
- For students in grades K-6, after a student has twelve (12) lawful absences (excuses consist of approved lawful absences), a Doctor's Excuse Required Letter is sent to the parent/guardian. Subsequent absences that do not have an accompanying doctor's note will be considered unlawful.
- The written excuse is to be submitted within three (3) days of the absence.

Unlawful Absences

- Absences are treated as unlawful until the school receives a written excuse, to be submitted within three (3) days of the absence.
- After a student has three (3) unlawful absences, the school sends an Unlawful Absence Letter (the first official notice) which includes: (a) dates of the three (3) unlawful absences (or accumulated school time missed), and (b) legal penalties resulting from additional unlawful absences.
- After the third unlawful absence, the school may coordinate a School Attendance Improvement Plan (SAIP) meeting to resolve the issue. All parties (student, parent/guardian, school staff, etc.) sign the SAIP at the conclusion of the meeting.
- Any additional unlawful absences (4 or more) that occur after the SAIP meeting may result in citations from the District Magistrate's office or a referral to Children and Youth Services.

School-Family Conference & Student Attendance Improvement Plan (SAIP)

Pursuant to the BEC 24 P.S. 13-1327, schools are required to notify the parent/guardian regarding the need for a joint conference upon the third unlawful student absence. The SAIP (Section IV(A)(3) BEC 24 P.S. 13-1327) is developed cooperatively with involved stakeholders through a school-family conference.

The school-family conference engages all participants involved in the student's life to explore possible solutions to increase the student's school attendance. Maintaining open communication between the student and adults will facilitate positive outcomes. The purpose of the school-family conference is to discuss the cause(s) of the truancy and to develop a mutually agreed upon plan to assure regular school attendance. The school-family conference provides all individuals the opportunity to identify, understand, and explore all issues contributing to the student's truant behavior.

The school will make 3 attempts to have the full team present for the SAIP development meeting. If the parent/guardian does not respond to the attempts, or if the parent/guardian refuses to attend the meeting, the school team will develop the SAIP and mail it home to the parent.

The SAIP should include, but not be limited to, the following components as appropriate:

- Identification and provision of appropriate academic supports by the school and/or community organization(s)
- Identification and provision of appropriate social, emotional, physical, mental, and behavioral health support from the school and/or community organization(s)
- Identification of the school environment issues that affect the student's success and solutions to address these issues
- Explanation of the student's strengths and responsibilities related to the SAIP
- Explanation of the family's strengths and responsibilities related to the SAIP
- Clarification of method(s) used for monitoring the effectiveness of the SAIP
- Explanation of the consequences for each stakeholder if the SAIP is not fully implemented
- Discussion of the benefits for successfully implementing the SAIP
- Follow up and report the outcome of the SAIP

The SAIP substantiates efforts made by the school, family, and other vested third parties to assist the student in addressing and resolving school attendance issues. This comprehensive system of supports and services provides documentation of the “good faith” effort between the school and the student’s family should future action be required (e.g., citation to the magisterial district judge. A referral to the county children and youth agency may occur anytime preceding or following these citations.).

Appendices

- Parent Excuse Blank Slips
- Educational Trip Request Form – Request for Preapproval
High School
Elementary
- Student Attendance Improvement Plan (SAIP)
High School
Elementary

Parent Excuse
Please excuse _____ on _____
Because _____

Parent Signature _____ Today's Date _____
Parent Excuse
Please excuse _____ on _____
Because _____
Parent Signature _____ Today's Date _____
Parent Excuse
Please excuse _____ on _____
Because _____
Parent Signature _____ Today's Date _____
Parent Excuse
Please excuse _____ on _____
Because _____
Parent Signature _____ Today's Date _____
Parent Excuse
Please excuse _____ on _____
Because _____

**GLENDALE ELEMENTARY SCHOOL
EDUCATIONAL TRIP REQUEST FORM**

Submit the completed form to the Principal's office at least five (5) days prior to scheduled trip. Days that are approved by the Principal and Superintendent will be recorded as excused absences. In advance of the trip, the parent/student should make arrangements to make-up all work that will be missed.



<i>Student's Name</i>	<i>Grade</i>	<i>Date of Application</i>
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<i>Parent/Guardian's Name</i>	<i>Telephone Number</i>
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1500 Beaver Valley Rd
Flinton, Pa 16640
Phone: 814.687-4261

Fax: 814.687.4083
School Attendance Improvement Plan

Date:

Goal: Increase _____ school attendance by _____
Student's Name Date

Basic Student Information:

Name:

DOB:

Grade Level:

Home Address:

Phone Number:

Medical/Health Needs

Special Needs:

Name of School:

Basic School Information:

Name of School Building: **Glendale Elementary School**

Principal: Mrs. Kate Bacher

Guidance Counselor: Ms. Sheri Brooks

Attendance Secretary: Mrs. Lisa Miles

Basic Parent Information

Name of Parent/Guardian:

Home Address:

Phone Number:

Work Number:

E-mail:



1500 Beaver Valley Rd
Flinton, Pa 16640
Phone: 814.687-4263

Fax: 814.687.4083
School Attendance Improvement Plan

Date:

Goal: Increase _____ school attendance by _____
Student's Name Date

Basic Student Information:

Name:
DOB:
Grade Level:
Home Address:
Phone Number:
Medical/Health Needs
Special Needs:
Name of School:

Basic School Information:

Name of School Building: **Glendale Elementary School**
Principal: Mrs. Kate Bacher
Guidance Counselor: Ms. Sheri Brooks
Attendance Secretary: Mrs. Lisa Miles

Basic Parent Information

Name of Parent/Guardian:
Home Address:
Phone Number:
Work Number:
E-mail:

List of those who attended the SAIP and role/relationship to student:

1. _____
2. _____
3. _____
4. _____

5. _____
6. _____
7. _____
8. _____

Strengths of Student/Relevance to Plan:

1. _____
2. _____
3. _____

Strengths of Parent/Guardian:

1. _____
2. _____
3. _____

General Information Regarding Family Members and Routines:

Who lives in the household _____

With whom does child live with during the week: _____

What time does the student wake up on a school day? _____

Type of transportation/Who is providing transportation? _____

Assessment/Areas of Need:

1. _____
2. _____
3. _____

Solutions: Description	Responsible Party(ies)	Completion Date
1		
2		
3		
4		
5		
6		

Specific Potential Benefits for Compliance with Plan:

1. _____
2. _____
3. _____

4. _____

5. _____

Specific Potential Consequences for Non-Compliance with Plan

1. _____

2. _____

3. _____

4. _____

5. _____

This SAIP was created collaboratively to:

- Assist the student in improving attendance;
- Enlist my/our support as the parent(s)/guardian(s); and
- To document the school's attempts to provide resources to promote the educational success of the student.

As the parent(s)/guardian(s), I/we understand that while the school has demonstrated its support and assistance to this student through this process, by law, it is my/our responsibility to ensure that the student attends school.

We agree with this Plan, including all requirements and consequences set forth herein, and we agree to comply with the terms set forth in the Plan. Parties in agreement with this plan will sign below:

Student: _____ Date: _____

Parent or Guardian: _____ Date: _____

Parent or Guardian: _____ Date: _____

Should we have difficulty in implementing the plan or are not clear on the roles of each party, We can contact _____ with questions or concerns.

Please see attached attendance information:

Attempts:

Phone call	Letter Sent:	Certified Mail:
Date:	Date:	Date:
Date:	Date:	Date:
Date:	Date:	Date: