

To: Parents and Guardians

From: Building Principals

Date: July 1, 2017

Re: Updated attendance policy

We are alerting parents of changes to the attendance policy for the 2017-2018 school year so that families can plan accordingly. The following changes/additions have been made to the attendance guidelines for all students in grades K-12:

1. According to Conemaugh Township Area School District policy, the following conditions constitute reasonable cause for absence from school:
 1. Illness
 2. Professional health care or therapy
 3. Quarantine
 4. Recovery from accident
 5. Required court attendance
 6. Death in immediate family
 7. 4H/FFA project (with prior approval)
 8. Religious holiday (with prior approval)
 9. Non-school sponsored educational tours and trips (up to 3 days with prior approval)
 10. College or postsecondary institution visits (with prior approval and documentation)
 11. Family emergency
2. All dependent students who have been absent must have their excuses signed by a parent/guardian. The signed excuses must be submitted to the attendance secretary or homeroom teacher within 3 days of the absence. Excuses not received within the 3 day period will be treated as unexcused/unlawful. Excuses may also be emailed to the attendance secretary at:
esattendance@ctasd.org (elementary) or hsattendance@ctasd.org (high school)
3. Attendance letters will be sent to parents routinely after 5 and 10 days of parentally excused absences. Letters will also be sent when students have accrued 1, 3 and 5 (via certified letter) unexcused absences.
4. A maximum of 10 days of cumulative lawful absences verified by parental notification may be permitted during the school year. All absences beyond 10 cumulative days will require an excuse from a licensed physician. Any days absent after 10, without a physician's excuse, will be considered unexcused/unlawful. Exceptions may be made through the building principal.
5. When a student under the age of 17 accumulates a third unlawful absence, he/she will be referred to the SAP team and a Truancy Elimination Plan will be developed.
6. When a student under the age of 17 accumulates 6 unexcused absences, action may be taken through the District Magistrate.
7. Students are required to make up missed work and may not receive credit for coursework if they have had four or more unexcused absences.
8. If a student has more than 3 unexcused absences and more than 20 total absences in a school year, they may be:
 - a. Denied course credit
 - b. Required to attend summer school

- c. Provided alternative education
- d. Required to undertake a project or extra work
- e. Be retained

*If credit is denied, it could jeopardize graduation, participation in graduation/promotion ceremonies and/or promotion to the next grade.

10. A student with more than 3 unexcused absences in a school year or a history of unexcused absences may be denied approval for a Family Educational Trip or participation in a field trip or in-school activities.
11. An appeal process has been established for parents/guardians or students who believe credit, promotion or other privileges have been denied unjustly due to attendance issues.
12. Tardiness has a direct impact on student learning and often puts students at a disadvantage with their peers because they miss critical instruction. Students should arrive at school before the morning bell rings; **7:55 am at the middle/high school at 9:05 am at the elementary school.** Excessive tardiness may result in loss of recess, detention, suspension, and action through the District Magistrate/Children and Youth Services.