

# Springfield School District

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## SPRINGFIELD SCHOOL DISTRICT Springfield, PA 19064 STUDENT ATTENDANCE Administrative Regulations

### A. EXCUSED ABSENCE

#### 1. Excused Absences

State law establishes conditions under which any child may be excused from attendance at school. In keeping with these statutes and recommendations of the State Department of Education, students in the Springfield Schools may be excused temporarily from school attendance for the following reasons:

- a) Sickness
- b) Quarantine
- c) Death in the immediate family
- d) Inclement weather that would endanger the health of the child or make roads impassable
- e) For observance of a major religious holiday - In instances of requests to be excused from school attendance for observance of a religious holiday, the school administration shall excuse absences only for those days on the list of major religious holidays published by the State Department of Education.
- f) Student educational workshop/seminar/visit (college visit, student presentation, etc.) with the approval of Administration:
  - Failure to receive prior approval for such trip may result in the absence from school being regarded as unexcused
  - Advanced approval required
  - Student must be in good academic standing and attendance
  - It is the student's responsibility to make up completely any required assignments missed during such trip.
  - It is also the student's responsibility to submit all assignments to the appropriate teacher upon return to school.
- g) Family Vacations -Students are excused five (5) days maximum per year
  - Excused family vacation days are counted as excused absences and are subject to the procedures for 10 cumulative days or more. (See section C)
- h) For other exceptional reasons with the approval of Administration

**State law requires a written explanation from the parent/guardian in each instance of school absence, lateness, or early dismissal.** Parents are requested to notify the school of the student's absence prior to the start of the school day. In the event a call is not received, a school representative may attempt to contact the parents to confirm that the child is legitimately absent.

#### 2. Communication and Documentation

- a) In cases where the school administration believes that absences due to illness are chronic or irregular, the school administration may request a physician's statement certifying that such absences are medically justified.
- b) Absences must be reported to the appropriate school's attendance office to ensure student safety. In addition, written notes are required. Notes must be submitted within 3 days after return from an absence. The absence of any student failing to comply with this time period will automatically become

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unexcused and the school laws of Pennsylvania shall be applied accordingly.

- c) The School Attendance Register, Department of Public Instruction, is the official manual on matters of ATTENDANCE
- d) *Absences for a portion of the school day and tardiness will be considered on a cumulative basis and may translate into equivalent days. Unexcused absences shall include absences which result from parental neglect and illegal employment.*

### 3. Make Up Work

- a) Students will be permitted to make-up work missed during periods of excused absences only. Students should make prior arrangements with teachers prior to field trips.
- b) Students will be permitted one (1) school days for each day of excused absence to make-up schoolwork missed during the period of absence. For absences in excess of five (5) school days, alternate arrangements may be made with individual teachers. The same time line applies to homework.
- c) Students who do not make-up work in the approved time period, shall forfeit the right to receive academic credit for work missed during the period of absence.
- d) Any student whose absence is unexcused or who cuts a class shall have no opportunity to make-up the schoolwork missed.

## B. UNEXCUSED ABSENCES

### 1. Unexcused Absences

It is important for parents to realize that other reasons for missing school, such as those listed below, will result in an **unexcused** absence or lateness. This list includes but is not limited to:

- a) Oversleeping
- b) Missing the bus
- c) Babysitting
- d) Shopping
- e) Participating in private hobbies, lessons, or non-school sponsored activities/competitions
- f) Studying for an examination or preparing a term paper
- g) Habitual car problems
- h) Family vacations that are not pre-approved or exceed the excused five (5) days
- i) Unauthorized or unsubstantiated college visitations

*Absences not listed above or approved on a special basis by the school administration shall be unexcused. After **3 or more unexcused absences a student will be considered truant (See Administrative Regulations for Unexcused Absences Procedures).***

Students who are absent have **three (3/ school days)** after their return to submit a written absence note to the attendance office in order to have the absence excused.

**Failure to do so will result in having that absence permanently coded as unexcused.**

### 2. Missed Work Due to Unexcused Absence

The student will NOT be permitted to make up classwork or assignments, or receive credit for tests, quizzes, or work missed due to the unexcused absence.

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## C. ATTENDANCE NOTIFICATION

The following procedures shall be followed in administering the Springfield School District's attendance procedures in regard to absences:

1. Students who are absent more than 5 consecutive days or 10 days cumulatively require a doctor's note to excuse the absence.
2. The parents/guardians of students who miss 10 cumulative days or more, **regardless of the nature of the absences** shall be notified in writing of the student's absence record.
3. A parent/guardian conference may be requested by the administration when a student has missed a total of 15 days **regardless of the nature of the absences**.
4. Excessive absences may result in administrative recommendations regarding grade retention or other action, which may be made in writing to the Superintendent.

## D. LATENESS TO SCHOOL

Every lateness will be UNEXCUSED unless the student comes to school with an acceptable excuse note from the parent or guardian. (See reasons listed in the Excused Absences paragraph for which students may be temporarily excused from school attendance). Unexcused latenesses (10 or more) may result in administrative recommendations regarding grade retention or other action, which may be made in writing to the Superintendent.

### 1. *Elementary Level*

At the elementary level, accrued school time missed due to excessive lateness or early dismissals may be treated in equivalence to days of absence, which would be counted into the total absences.

### 2. *Middle School Level*

At the middle school level, three tardies will amount to disciplinary action in the form of detention. Frequent latenesses may result in Saturday school, a parent conference, or other disciplinary action.

### 3. *High School Level*

At the high school level, three tardies will amount to disciplinary action in the form of detention. Frequent latenesses will result in disciplinary action as assigned by administrator.

## E. ABSENCES AND TARDIES AS RELATED TO EXTRACURRICULAR ACTIVITIES

1. In order to participate in or attend any after-school activities (sports practices or contests, play rehearsals or performances, concerts, proms, etc.), a student must be in attendance during the **entire** school day on which that activity takes place.
2. An unexcused absence on the day prior to a weekend or holiday activity will cause the student to be excluded from participating in any extracurricular activity during that weekend or holiday.
3. Emergency or extraordinary situations must be cleared with the appropriate school administrator.

## F. TRUANCY

1. Frequent or prolonged absence, without satisfactory reason, or willful violation of the compulsory attendance laws, shall be handled in conformity with the procedures stated in the Pennsylvania School Code. (See appropriate grade level procedures)