



Pequea Valley School District

Where Each Learner Counts

Pequea Valley District Office • 166 S New Holland Road • PO Box 130 • Kinzers, PA 17535 • 717-768-5530

ATTENDANCE REGULATIONS

ABSENCES

1. Following an absence, the learner should present a signed parent note **within 5 school days** that clearly indicates the following:
 - a. The date(s) of his/her absence.
 - b. The reason(s) for his/her absence.
 - c. A parent/guardian signature.

EXCUSED ABSENCES

Absence from school may be excused if it is due to any of the following:

1. Illness, injury
2. Court appointments
3. Medical appointments
4. Death in immediate family
5. Exceptionally urgent emergencies approved by the administration
6. Extraordinary circumstances involving military service or college entrance requirements (prior administrative approval required)
7. Educational trips which have received PRIOR APPROVAL - at least one day in advance
8. Sent home by nurse.
9. Quarantine
10. 4-H or FFA event – Prior administrative approval required
11. Musical event in conjunction with a veteran's organization
12. Religious holiday observed by a bona fide religious group, upon prior written request

Learners seeking to be excused from school for purposes of educational travel must complete the *Preplanned Educational Trip Form* that is available in the office and on the PV website. This form must be completed and submitted prior to the scheduled absence. The educational value of the trip must be readily apparent. A maximum of (10) ten total days per year, including both excused absences and educational trips, may be excused. These days may be used consecutively or scattered over a longer period of time. Educational trips include, but are not limited to: family vacation, religious activities, and other educational experiences. Learners visiting colleges must complete paperwork prior to their visit and hand in a note from the admission office of the college upon return. However, neglecting to request prior approval will cause the absence to be coded as unexcused.

UNEXCUSED ABSENCES

Learners, who fail to submit a parent excuse or who have not been absent for the appropriate reasons noted above, will receive an unexcused absence. Here are some examples of unexcused absences: car trouble, hair appointments, driver's tests, child care, job interviews (unless scheduled by the school), missing the bus, oversleeping, etc.

The following is a summary of parent notification procedures related to learner absence.

1. After accruing three (3) unexcused absences, a notification letter is sent to the parent/guardian. A school and family conference will be set up with parents. School Attendance Improvement Conference are between the learner, parent, administration, social worker and/or school counselor to discuss absences and create a plan.
2. Upon the sixth (6th) unexcused absence, a referral will be made to the District Justice.
3. Every subsequent unexcused absence will result in further truancy referrals.

4. After 7th total absences, including both excused and unexcused, parents will receive a letter to notify parents/guardians of the absences.
5. Upon the 10th total absence, including both excused and unexcused, the parent/guardian will be notified that a medical note may be needed for each additional day to be excused.

EXCESSIVE ABSENCES

It is possible for a learner's attendance record to contain too many excused absences. Even if the learner's absences are excused, the total number of days missed can become excessive and action must be taken to address the issue. If a learner is challenged by extensive illness, injury, or special circumstances that cause excessive absence from school, the office should be made aware of the problem as soon as possible. For example, if your child has to be hospitalized for an extended period of time, the school should know this as soon as possible. Steps can be taken to provide for a learner's educational program that accommodates the learner's special circumstances. When learners accumulate absences without appropriate communication and authorization, administration will communicate via automatically generated form letters. In order to assist families with a record of learners' absences, the school sends out standard form letters at the following approximate intervals:

7 total days (excused and unexcused) - A letter of concern to the parent/guardian.

10 total days (excused and unexcused) - At this time, any further absences must be accompanied by an excuse from a physician and the parent/guardian will be required to attend a meeting with the building administrator in order for the child to have their absence(s) recorded as excused.

3 unexcused days – A letter of notification to the parent/guardian. Parent/guardian will be invited to a School Attendance Improvement Plan meeting.

If a learner continues to accumulate absences after the building level team has conducted a SAIP conference, administration can involve the district level attendance team which may include the Superintendent in the next steps to support the learner and family.

(Seniors)

Seniors must attend 90% of the school days to be eligible for participation in the commencement ceremony. Seniors who accumulate more than 18 days of absence (excused and unexcused) will be required to meet with district administration to review eligibility for participation in the commencement exercises.

EARLY EXCUSALS

Whenever possible, appointments involving learners are to be scheduled to occur after the conclusion of the school day. On rare occasions learners may need to leave school before the close of the scheduled school day. If a court appearance, doctor, or dental appointment is essential during school, the school office must be notified. For such a request to be given approval, it is requested that a signed parent note be presented at the main office on or before the morning of the day that the excusal is to occur. The learner should then bring documentation from the doctor/dentist office following the appointment. Learners are only excused for the amount of time needed for the appointment, plus direct travel time to and from the office. The administration reserves the right to request written verification that excused appointments were actually kept and that the learner returned within the allotted time frame.

SIGN OUT POLICY

It is the responsibility of all learners and/or parents to sign in and out of the office when arriving late to school or leaving early from school. Learners may only leave school with parental permission and school approval. A parent note is required whenever a learner is arriving late or leaving early from school. Once a learner arrives at school, **only the school nurse or an administrator** can excuse that learner from school.

PVHS and PVIS TARDY ARRIVALS

It is the responsibility of all learners to be on time to school. If a learner takes the school bus he/she will be recorded as being on time to school even if the bus is delayed in getting to school on time. Other learners arriving late to school

should report to the office with a parent note explaining the reason for the learner's tardiness. **Learners driving or being driven to school are not entitled to an excused tardy due to traffic conditions or problems related to their vehicles, passengers or road conditions.**

Learners who arrive late to school will be recorded as tardy. Any learner arriving late to school must have a signed parent note that indicates a legitimate tardy has occurred. Illegitimate reasons for tardiness to school will not be accepted as valid, even if the parent has signed the note.

Tardy Discipline (Grades 7-11)

1-4 Tardies	Warning by office staff
5 Tardies	Administrative warning and parental contact
5-10 Tardies	2 lunch detentions per tardy
11+ Tardies	Progressive Discipline: After school detention, 30 days social probation/no extra-curricular, ISS, parent notification

PVIS learners who arrive to school after 9:00 will receive a ½ day absence (excused/unexcused).

Tardy Discipline (Seniors)

1-4 tardies	Warning by office staff
5 tardies	Administrative warning and parental contact
6+ tardies	Progressive discipline (ineligible for make-up work including tests and assessments, social probation, possible exclusion from commencement ceremony)

K-6 TARDY ARRIVALS

It is the responsibility of all learners to be on time to school. If a learner takes the school bus he/she will be recorded as being on time to school even if the bus is delayed in getting to school on time. Learners arriving late to school must report to the office with a parent to be signed in to school. A note explaining the reason for the learner's tardiness should be submitted to the office. Learners being driven to school are not entitled to an excused tardy due to traffic conditions, or problems related to their vehicle, passengers, or road conditions.

Learners who arrive late to school, but report to the office BEFORE 10:30 A.M. will be recorded as tardy. Learners, who arrive in the office after 10:30 A.M. will be given a half day of either excused or unexcused absence. Any learner arriving late to school must have a signed parent note that indicates a legitimate tardy has occurred. Illegitimate reasons for tardiness to school will not be accepted as valid, even if the parent has signed the note.