

NORTHERN YORK COUNTY SCHOOL DISTRICT

Administrative Guidelines

SECTION: Pupils

TITLE: ATTENDANCE

EFFECTIVE: July 1, 2013

REVISED: January, 2020

AG 204-1 – Attendance

The following procedures **shall** be followed in regards to student attendance. Attendance shall be required of all students enrolled in district schools during the days and hours that school is in session.

A. Definitions

Compulsory School Age – the period of a student’s life from the time the student’s parents elect to have the child enter KG and which shall be no later than 8 years of age, until the child reaches 17 years of age. Beginning with the 2020/2021 school year, compulsory attendance shall mean when the child reaches the age of 6 until the child reaches the age of 18 years of age.

KG & Compulsory Attendance - if a parent voluntarily elects to enroll their child in a public kindergarten program, the kindergarten student will be subject to the state’s compulsory attendance laws. If the parent or guardian formally withdraws the child from kindergarten, s/he is not subject to compulsory attendance. If the student is re-enrolled in the same academic year, her/his attendance record continues from point of withdrawal.

Truant – 3 or more school days of unexcused absences during the school year by a student of compulsory age.

Habitually Truant – 6 or more school days of unexcused absences during the school year by a student of compulsory age.

Offense – each citation filed, regardless of the number of absences alleged

B. Absences are placed in the following categories:

1. Excused absence

Parent submits an excuse within 3 days of the students return from an absence and it’s for one of these reasons

- Illness or injury
- Medical or Dental appointments
- Family emergency
- Recovery from accident
- Death in family

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Parent submits pre approval request for an absence and it's for one of these reasons:

- Family educational travel
- *Educational tours and trips
- Attend classes for religious instruction (limited to 36 hrs per school year)
- Participate in a project sponsored by an organization that is eligible to apply for a grant under the "Pennsylvania Agricultural Fair Act"

**The Northern York County School District permits students to submit for approval up to two (2) pre-arranged absences per school year, not to exceed a total of ten (10) school days. Students are responsible for any work missed during the absence. Pre-Arranged absences are strongly discouraged during the first and last week of the school year and during State Assessments (PSSA, Keystone). This Pre-Arranged absence form must be completed and turned in at least one (1) week prior to the absence.*

Other Excused absence reasons include:

- Student is sent home during school hours for health-related reasons by the school's nurse, administrator, or designee
- Out of School Suspension
- Other reasons as approved by the Superintendent and/or School Board

2. Unexcused absence

- Absence from school for a reason other than those considered excusable (see #1 above)
- Absence from school and parental excuse is not submitted within 3 days of the student's return to school
- Leaving school during school hours without office permission

3. Unlawful absence

- An unexcused absence by a student of compulsory age

Note: In SIS, if student is compulsory age, we change unexcused "U" to unlawful "L" once parent excuse is not submitted within 3 days of the student's return to school.

4. Early dismissal is when a student leaves prior to the end of the student day.

- a) up to 1 hour - no charge
- b) 1 hr. to 3 hrs. 15 minutes - ½ day absence
- c) 3 hrs. 16 minutes and beyond - 1 day absence

5. Tardy is when a student arrives after the start of the student day.

Elementary

9:00 am - 10:00 am	tardy
10:01 am - 12:15 pm	½ day absent
12:16 pm - 3:40 pm	1 day absent

Middle School and High School

7:40 am - 8:59 am	tardy
9:00 am - 11:00 am	½ day absent
11:01 am - 2:40 pm	1 day absent

C. Procedures for absences

Doctor's Excuse Warning Letter	Doctor's Excuse Required Letter	Certified First Notice Letter	SAIC will be held (student, parent, and school team) and SAIP will be developed and implemented	If < 15yrs -must refer child to C&Y -may File charges against PPR	If 15, 16, or 17 -must file charges against student or PPR -may refer to C&Y
6 th Parent-Noted Absence	10 th Parent-Noted Absence	3 rd Unlawful Absence	4 th or 5 th Unlawful Absence	6 th Unlawful Absence	6 th Unlawful Absence

D. Other Reminders

- Schools shall not expel, impose OSS, or place student in AEDY for truant behavior
- Prior to filing a citation or referring a child to York County Children and Youth, the school must provide verification that a SAIC was held and the SAIP was developed
- Schools may not file an additional citation against a student or PPR if another case is still open with District Magistrate
- Students will be given an opportunity to make up work when legally absent from school
- The building administration shall annually notify students, parents/guardians and staff about the district's attendance policy by publishing such policy in the student handbook, parent newsletters, district website and other efficient methods

E. District Magistrate's Guidelines for Filing Citations

- Student must be habitually truant; 6 or more unlawful absences
- Use the Private Criminal Complaint when sending compulsory attendance violations
- If student is < 15yrs and filing against the parent, only put **1** parent name as the Defendant. Sending summons to "Mr. & Mrs." is problematic for DJ's office.
- If student is 15, 16, or 17 yrs. old, we must file two separate Private Criminal Complaints, one against **1** parent and one against the student. At the hearing, the DJ will determine who is at fault and the case will progress against that party. The case against the other party will be dismissed.
- No other documentation should be included when the Private Criminal Complaint is sent to the DJ.

At the hearing, the school must

- Prove beyond reasonable doubt that student was habitually truant
- Inform the court of any prior convictions of the student or parent
- Bring a copy of the First Notice Letter, SAIP, the child's grades, and the child's attendance record for the time period after the citation was filed and while the proceeding was pending.