Director Procedure Number: DC111
Title: Attendance
Section: Students

Attendance

Absences fall into two categories – Excused and Unlawful/Unexcused:

A. Excused Absences/Tardies/Early Dismissals:

1. Illness
2. Quarantine
3. Recovery from accident
4. Required court attendance
5. Death in family
6. Family educational trips with prior approval of the Director
7. Educational tours and trips with prior approval of the Director
8. Safety hazards or family emergencies
9. Medical or dental appointments
10. Authorized school activities
11. Urgent reasons as deemed appropriate by school administration
12. Religious holidays observed by bonafide religious groups
13. Religious instruction pursuant to §1546 of the Pennsylvania School Code (up to 36 hours per school year)

All absences occasioned by the observance of the student's religion on a day approved by the Director as a religious holiday shall be excused, and no student so excused shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday.

Attendance need not always be within the school facilities, but a student will be considered to be in attendance (excused absence) if present at any place school is in session by authority of the Joint Committee, or at the place where the student is receiving approved tutorial instruction or health care, or at the place where the student is engaged in an approved and properly supervised co-op or career education program, or at home when the student is receiving approved homebound instruction.

The Joint Committee shall consider each student assigned to a program of independent study to be in regular attendance for the program, provided that he/she is under the guidance of a staff member so assigned and regularly demonstrates progress toward the objectives of the course of study.

B. Unlawful Absences/Tardies/Early Dismissals:

1. Absence due to parental neglect
2. Missing the bus
3. Oversleeping
4. Any other reason not covered in excused absences above

Habitual absences may be cause for reconsidering the appropriateness of the student placement at EASTERN.

Excused absences may be considered cumulative or noncumulative. All unlawful absences are considered cumulative.

All absences will be treated as unlawful until EASTERN receives a written excuse explaining the reason(s) for the absence.

Unexcused tardy or unexcused early dismissal minutes may be calculated and reflected as the equivalent of one unlawful absence.

If a student has been absent from school for any period of time, the parent or legal guardian MUST provide a written explanation of the absence within three (3) calendar days of the absence. If such documentation is not provided, the absence will be considered permanently counted as unexcused or unlawful.

Telephone calls are still necessary to inform the School that the student will be absent on that day but WILL NOT REPLACE a written explanation of absence upon readmission.

Absences due to illness that are 3 or more consecutive days require an absence note documenting the reason for the absence and the dates of absence FROM A MEDICAL DOCTOR OR PRACTITIONER of the healing arts who is providing ongoing care for that child.

Students with excessive absences may be placed on "doctor's excuse status."

EASTERN and the participating school may conduct a school/family conference to discuss the cause of the child's truancy and develop a mutually agreed upon Truancy Elimination Plan (TEP) to resolve truant behavior.

All other absences that occur without Administrative prior approval shall be declared unexcused and illegal. Unexcused/illegal absences cannot be made up. All absences will be treated as unlawful until EASTERN receives a written excuse explaining the reason(s) for an absence. Parents/guardians and students should submit the written explanation within three (3) calendar days of the absence.

Parents/guardians must notify EASTERN if their student will be legally absent 5 school days or longer, so that arrangements can be made for home assignments. Medical substantiation may be required.

18 Year Old Students Signing Absentee Excuses

The Division of Child Accounting, Department of Education, Harrisburg, has indicated that an eighteen year old is no different from other students. They are still required to have their parents sign excuses if they are living with their parents. Emancipation must be proven to the school and is the burden of the student. This would require a notarized statement from the parents absolving them of all legal responsibility, proof of a change of address (voting registration, license, etc.) or whatever other proof the school would consider appropriate. Marriage for an eighteen year old is not, in itself, a criterion for emancipation if the student is living with the parents of the eighteen year old. An eighteen year old is required to follow the attendance rules of the school. The only time an eighteen year old is treated differently is when there is a specific law, such as the privilege of voting.

Absences - excused or unexcused - will result in a daily grade of zero (0). The daily grade for an excused absence can be made up by following the make-up procedure.
Make-up Procedure - Attendance Policy to be followed for all absences student is absent from school.

- Make-up work is assigned on Fridays; and
- All written make-up work is due on Mondays, unless an alternative date is provided by the teacher.

Procedure:

- Teachers establish a designated site for make-up forms;
- Student fills out a blue make-up form by Friday and meets with the teacher to get an assignment;
- Attendance Office verification, the attendance secretary must verify that the absence being made up is for an excused absence for which a note is on file by initialing the form before the work is completed;
- Student completes all work by the due date;
- Completed make-up form is signed by the Supervisor and a copy is placed in the student file; and
- The teacher changes a grade for makeup work once the assignment has been completed and then documents the action in the comments section of the grade book.

Methods of Make-up:

- All work must be completed outside of the regular school session, except for days when a student's high school is closed;
- All make-up assignments must be completed during the marking period of the absences and submitted by the due date; and
- The method of grading will be determined by the teacher prior to the make-up assignment.

  The following are approved make-up assignments:
  - Written assignment- tied to the curriculum
  - Live Work
  - Other school events (Joint Committee Presentation, Open House, etc.)
  - High School is closed and student attends EASTERN

Perfect Attendance Definition

A student will be credited with Perfect Attendance if she/he has no excused or unexcused absences and no more than five (5) occurrences of lateness at EASTERN in a school year. Exceptions to this rule may be made in the case of a student with a disability if the disability precludes the student from achieving perfect attendance.

Dismissal During School Hours

Early Dismissal:
Attempts should be made to schedule medical and dental appointments at times other than during the school day. A student who needs to be excused for a part of the day should present a written request from the parent/guardian to the Attendance Office the day prior to the dismissal. Same day emergency early dismissals must be verified with the parent by telephone before the student will be released from school. A student who has an appointment during school hours is expected to attend school until the time of the dismissal and return to school after the appointment unless medical reasons prevent the student from returning to school. It is the student's responsibility to make arrangements for make-up work.
In case of illness or accidents, students will be released to their parents or taken for further treatment upon parent's permission. Students will not be released from the school in the case of illness unless there is a responsible adult to receive them at home. Transportation must be provided for the student by parent or guardian.

Lateness to School (Tardiness):

Consistent lateness to school because of personal illness may necessitate a medical excuse. Students who arrive late to school must report immediately to the Student Learning Center in order to be admitted to class; failure to do so is a violation of the Discipline Code.
ALL LATE STUDENTS MUST REPORT TO THE MAIN ENTRANCE.

Plan for Lateness in a Marking Period:
Lateness- There is a mandatory 2 point deduction from the daily grade. When a student is unexcused late, the daily grade may be further reduced by the teacher because additional criteria have not been in the grading rubric.

Students entering late with food or drinks may not go to class until everything is consumed or discarded. The SLC aide will issue a pass to class that states the reason for the additional late minutes.

Student: At first bell, student proceeds to assigned class. At second bell, student is in class
Teacher: Do not let student in without pass (other than late buses)

1. First unexcused tardy - teacher counsels student; daily grade reduction
2. Second unexcused tardy - call home; Progress Report (may be issued by teacher); daily grade reduction
3. Third unexcused tardy - grade reduction; the student will be retained in the SLC to meet with the Supervisor of Career and Technical Education before going to class. A letter will be sent home.
4. Fourth unexcused tardy- grade reduction; the Supervisor of Career and Technical Education will counsel student and notify parents and their high school principal by letter.
5. Fifth unexcused tardy - grade reduction; possible In-School suspension - parent conference - parking privilege may be revoked. (1 week parking suspension from EASTERN and their high school.)
6. Sixth unexcused tardy – possible In-School or Out-of-School suspension. (2- 4 weeks parking suspension from EASTERN and their high school.)

Adopted: 6/19/13