

To: Parents and Guardians

From: Building Principals

Date: August 1, 2023

RE: Attendance Policy for 2023-2024 School Year – Board Policy ATTENDANCE #204

The following details attendance guidelines for all students in grades K-12 in accordance with the Laws and Regulations of the Pennsylvania Department of Education, in association with Attendance Rules.

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 – **CRT**
 6. Death in immediate family – **EXA/EXH**
 7. 4H/FFA project (with prior approval) – **EXA/EXH**
 8. National Veterans' Organization participation (**with prior approval and documentation*) – **EDA/EDH**
 9. Religious holiday (with prior approval) – **EXA/EXH**
 10. Non-school sponsored educational tours and trips (**up to 3 days with prior approval*) – **EDA/EDH**
 11. College or postsecondary institution visits (**with prior approval and documentation*) – **COL**
 12. Family emergency – **EXA/EXH**
 13. Other Urgent Reasons

***Legally Excused Absence Request Form is available on the CTASD website and the School Offices at both schools. The form is due ONE week prior to absence.**

2. All students, regardless of age, 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 (middle/high school)
Please note that telephone calls are not an acceptable means to cover an absence. Additionally, it is requested that all excuses for absences, tardiness and early dismissal be submitted to the individual school by the start of the day.
3. Attendance letters will be mailed 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 18 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 18 accumulates 6 unexcused absences, action may be taken through the District Magistrate.
7. If a student has **more than 3 unexcused** absences and **more than 20 total absences** in a school year, they may be:
 - a. Provided alternative education
 - b. Required to undertake a project or extra work
 - c. Be retained
8. 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.
9. 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.
10. 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 bells rings:
7:45 am at Middle/High School & 9:00 am at the Elementary School.
Excessive tardiness may result in loss of recess, detention, suspension and action through the District Magistrate.

Please note: FOR THE PROTECTION OF ALL STUDENTS...when dismissing early, a parent/guardian must report to the school with a Government Issued ID. We ask that you abide by this extra level of security in order to keep our students safe.