

No. 204-AR
SCHOOL DISTRICT OF
SPRINGFIELD TOWNSHIP
ADMINISTRATIVE RULE

204-AR. ATTENDANCE

Request For Absence From School

The district does recognize that there are family as well as educational vacations and trips where it may be necessary for a student to be absent from school for a short period of time. The following procedure will facilitate a grant of absence from school:

1. At least one (1) week prior to the requested date of the absence, parents must write a note explaining the reason for the absence and list the date(s) on which the student will be absent from school.
2. The student shall take the note to the principal, who will acknowledge the request. The note will then be presented to all teachers for their initials and comments relative to the absence.
3. When all teachers have initialed the note, it should be forwarded to the secretary in the Attendance Office.
4. If any teacher noted concern about the requested absence, parents will be notified.

Students are responsible for all class work, assignments, and tests missed. It is the student's responsibility to discuss this with the teacher.

Frequent Absence Non-Credit Status

If a secondary student misses class for any reason other than excused legal absences, credit may be lost for the class. If more than four (4) classes (1 credit course) or two (2) classes (.5 or .25 credit course) are missed, a grade of NC (no credit) will be entered on the report card.

Enforcement (non-credit status and judicial proceedings) of the truancy policy against special education students should not be done until after the IEP Team has addressed the issue, and that enforcement may commence only after other reasonable means to address attendance have been attempted. The policy need not spell out what those reasonable means are, but typically they will include evaluation (including possible medical evaluation), counseling, alternative

scheduling, alternative placement options, and such.

Once a student is in NC status, the opportunity for credit reinstatement would be available if the student completes twenty (20) consecutive school days with no tardies, absences, or discipline referrals. The obligation to complete work missed and regain credit rests solely with the student. The student will be required to meet with his/her teachers to develop appropriate make-up work and a timetable for completion of this work. Such work must be completed to the satisfaction of the teacher. If the work is not completed satisfactorily and within the specified period, credit will not be reinstated and a failing grade will be assigned.

Truancy

Once a truancy pattern becomes apparent, the designated school personnel should assess the matter to determine what factors are contributing to the problem. The determination shall include a dialogue with the family. Once those factors have been ascertained, the truancy problem may be resolved by appropriate referral to a community agency for counseling. Alternative educational programming may be an option for school districts alone or in combination with other community services.

If there is an indication that the child and parents are not taking the truancy problem seriously and refuse to cooperate with the school in community counseling, the next step shall be prosecution in accordance with school laws, before a District Justice.

If community counseling and/or an appearance before the District Justice does not resolve the truancy problem, the next step shall be a referral to Juvenile Probation. The following procedure shall apply:

1. The appropriate school official shall sign a petition in dependency alleging that said child is an habitual truant. The days of illegal absences must be in the petition. If assistance is needed, a telephone call to the intake department (630-0110) will be appropriate.
2. The attached school truancy referral report will accompany the petition to the Juvenile Probation Department.
3. Upon receipt of the petition and truancy referral report, an intake conference will be scheduled at the Juvenile Probation Department. All respective parties, parents, child, and the person who signed the petition will be required to attend the intake conference. The purpose of this conference is to determine whether or not the problem can be resolved without an official court hearing. If the alleged truant refuses to attend the intake conference, the case will be automatically scheduled for court.
4. If the truancy problem can be resolved without a court hearing, an informal adjustment contract will be drawn up, with specific recommendations for the

alleged truant and family to follow. All parties will sign the contract. The case will then be assigned to a probation officer for supervision. If informal adjustment does not resolve the alleged truancy problem within the prescribed time, the case will be scheduled for a court hearing. It is expected that during this period of supervision the matter will not be brought before the District Justice.

5. In those cases when all efforts by the school have not resulted in the alleged truant's attendance at school and all parties agree (school and probation) that further voluntary efforts will be of no avail, the case will be scheduled for a Juvenile Court Hearing.

Adopted: May 27, 2003

Revised: November 18, 2008