



# Highlands Attendance Policy



## ~Quick Reference~

### Legal reasons for an absence

- Illness of student
- Quarantine
- Recovery from accident
- Required court attendance
- Death in family
- Religious holiday
- Family educational trips (5 days maximum with preapproval of building principal)

### Unlawful reasons for absence or tardy

- Missed the bus
- Traffic
- Child care problems
- Work Schedule

- Absences shall be treated as unlawful until the school receives a written excuse explaining the absence-**this must be submitted within 3 days of absence.**
- **A maximum of 10 days of cumulative lawful absences** verified by parental notification may be permitted during a school year (a letter will be sent from your students' school as a warning when you are getting close to the 10 absences).
- All absences **beyond 10 cumulative days** shall require an excuse from a doctor.
- If a student has **3 unlawful absences, they will be considered habitually truant.** Parents will receive notices in regard to the matter, and may be required to attend a Truancy Elimination Plan Meeting at their school. Non-attendance to the meeting after two invites or continuing truancy will result in a citation and a court hearing at the magistrate's office.
- **Elementary School K-5:** 10 tardies= ½ day illegal absence and every additional 5 tardies count as another ½ day illegal absence.
- **Middle School:** 5 unexcused tardy=1 illegal absence
- **High School:** 4 unexcused tardy=1 illegal absence

**The Attendance Policy will be enforced throughout the school year**

## COMPULSORY SCHOOL ATTENDANCE LAW

Excerpt from Act of General Assembly, Approved November 1995, as known as Act 29.

The act raises to \$300.00 the fine placed on parents for truancy and requires parents to pay court costs or be sentenced to complete a parenting education program. Under the act, both the truant child and the parents must appear at a hearing by the district justice. If the parents show that they took reasonable steps to ensure the attendance of the child, they would not be convicted of a summary offense. If the parents are not convicted and the child continues to be truant, the child will be fined up to \$300.00 or be assigned to an adjudication alternative program. In addition, Act 29 removes from truant juveniles their vehicle operating privileges for 90 days for a first offense and six months for a second, while juveniles who are unlicensed are prohibited from applying for a learner's permit for 90 days to six months.

## NON CREDIT STATUS POLICY-SECONDARY SCHOOLS

**If a secondary or middle school students' excused or unexcused absences from any class total more than twelve (12) for a semester or twenty-four(24) for a full year on the last day of the semester or year, the student shall not be granted credit toward graduation or promotion for any such semester or yearly course.**

The Highlands School District does not discriminate on the basis of age, race, color, national or ethnic origin, sex, handicap in employment practices or in administration of any of its educational programs and activities in accordance with applicable federal statutes and regulations. Highlands School District, 1330 Eleventh Ave., P.O. Box 288, Natrona Heights, PA 15065, (724) 226-2400