

ATTENDANCE INFORMATION

The Attendance Policy is available in the Main Office on campus. Students should arrive on campus no later than 8:00am to be present in homeroom by 8:05am. Students may begin arrive at 7:30am when being dropped off by a parent/guardian to the MPR breakfast. Before this time parents/guardians are responsible for the care of their child/children.

Excused Absences

Every SVRCS day is a valuable day. Interaction with teachers and classmates makes each day a unique learning opportunity. Regular attendance will aid students in successful academic work. If a student must be absent these procedures must be followed:

- SVRCS must have a **written** parent/guardian confirmation excuse for all absences the day the student returns to school. (No more than three days after the date of absence.)
- Parents/Guardians may photograph the doctor's excuse and email it to **attendance@svrcs.org**.
- If no written excuse is received in the office by the third day, the student is considered **unexcused**. This applies even if a student has visited a physician or is under a doctor's care.
- Following ten cumulative days of absence of any kind, a doctor's excuse is required for all absences. Any absence of greater than ten days without a doctor's excuse will be considered unlawful.
- SVRCS may contact appropriate individuals to verify excuses. Only information related to the absence will be requested during these contacts.
- The law stipulates that the following reasons are considered to be **excused absences**:
 - Illness of the student
 - Death in the immediate family (3 days)
 - Quarantine
 - Emergency directly affecting the student
 - Recovery from an accident or surgery
 - Court requirements
 - Religious holidays
 - Educational trips (**Educational trips will be approved to a maximum of 7 days within the school year, any requests that exceed 7 days will be and become an unexcused absence.** Trips will not be approved during the **PSSA** for grades 3-8 based on the current year's testing window and during the **Keystone** testing window)
 - Out of school suspensions
 - Proof of attendance for PA Driver's Examination
- Any student participating in an extra-curricular activity on a given school day must be in attendance by 11:30 am in order to practice or participate. Also, if the activity is on a Saturday (such as Prom) or Sunday, they must be in school by 11:30 am on the Friday prior to the activity.
- Only those students emancipated by the court may sign their own excuses, permission slips, and departures from school.

Unexcused Absences

The Pennsylvania law stipulates that the following reasons are considered to be **unexcused absences**:

- Vehicle problems
- Vacations
- Missing the bus
- Oversleeping

- Helping or caring for family members/ babysitting

Truancy/Habitual Truancy

A student who has **accumulated three or more** unexcused absences will be considered to be **truant** and the following consequences will occur:

- The SVRCS Administration will mail the parent/guardian a letter indicating accrued unexcused absences. This letter will state a meeting date and time for the parent/guardian to attend. Outside agencies may attend the meeting.

As per ACT 138, a student with six (6) or more unexcused absences will be considered **habitually** truant.

At this point the student will be referred to county children and youth agency. A possible citation may be filed with the court.

Excessive Absences in A School Year

- Any student who is absent for the equivalent of 30 or more school days in an individual year will fail all of their full-year classes for that school year. Additionally, students missing the equivalent of 20 or more school days within a given semester will fail all of their semester-length classes for that term.
- The CEO may approve exceptions to this policy for students with extenuating circumstances.

Tardiness

- A student who arrives in homeroom after the 8:05 AM bell will be marked tardy until 9:00 a.m.
- From 9:01am – 11:30am the student is marked half day unexcused absence. From 11:31am to 3:15pm the student is marked full day unexcused.
- Students in grades K-4 who accumulate five (5) tardies will be assigned lunch detention. Students in grades 5-12 will be assigned after school detention.

Make-up Assignments

- All work assigned during the days of absence will be due two class periods from the day of return to school in order to receive credit for the missed work. All tests and quizzes that were missed during the absence are required to be taken during the next scheduled class. If the student chooses not to take the required tests or quizzes, the student will receive a 0%.
- Students who are absent due to trips or foreseen events should coordinate with the appropriate teachers to arrange completion of all work on the **day of return**.
- Parents/guardians should contact the school to request that homework be gathered for students who are absent for **more than two consecutive days**. Parents/guardians are required to pick up assignments or make arrangements for assignments to be sent home for absent students.