

New Hope Solebury School District Policy 204 Guidelines

These guidelines apply to all students enrolled in the New Hope Solebury School District, consistent with Pennsylvania Department of Education Regulations governing: attendance, compulsory attendance, truancy, lawful and unlawful absences. This regulation constitutes the rules and procedures to follow for student absences and or tardiness from school consistent with NHSD Policy # 204 and 204.1

1. The following seven categories constitute reasonable causes for absence from school:

1. *Illness*
2. *Quarantine*
3. *Recovery from accident*
4. *Required court attendance*
5. *Death in family*
6. *Family educational trips*
7. *Educational tours and trips*

2. All absences shall be treated as unlawful until the school district receives a written excuse from the parent/guardian explaining the absence. This written excuse must be submitted within three calendar days of the absence. Email notes will be accepted by the school district. Failure to provide a written excuse within three days of the absence will result in the absence(s) being permanently counted as unlawful.

3. The attached letters will be sent to the parents, electronically when possible, after three (3), five (5), eight (8) and then ten (10) cumulative unlawful absences. The letters after five and ten absences will also be sent certified and traditional mail. Each letter will have attached the penalties for violation of the compulsory attendance requirements. With each letter the school district shall coordinate a school/family conference to discuss the cause of the child's truancy and to develop a mutually agreed upon truancy elimination plan on the attached form.

4. A maximum of 10 days of cumulative lawful absences, verified by a parental note may be permitted during a school year. All absences beyond 10 shall require an excuse from a licensed physician. The attached letters will be sent to the parents electronically and via certified mail when their child reaches five (5) and then ten (10) cumulative lawful absences.

5. Parents will no longer be required to call to inform the school of their child's absence. Rather, automated calls will be generated through the Connect Ed system informing parents that their child is absent and reminding them to send a written excuse within three calendar days:

- At the HS/MS at 8:45 AM
- At the UES/ LES at 9:30 AM