Nittany Valley Charter School Approved: 10-9-2017

ATTENDANCE POLICY

1. Nittany Valley Charter School requires that school age students enrolled attend school regularly, in accordance with state laws. The educational program offered is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

2. Attendance shall be required of all students enrolled during the days and hours that school is in session, except that administration may excuse a student for temporary absences when receiving satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence. Urgent reasons shall be strictly construed and do not permit irregular attendance.

Nittany Valley Charter School considers the following conditions to constitute reasonable cause 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.

**Absences shall be treated as unlawful until the school receives a written excuse (email is acceptable) explaining the absence, to be submitted within three (3) days upon return to school.**

* A maximum of ten (10) days of cumulative lawful absences verified by parental notification may be permitted during a school year.
* All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician.

Upon written request by a parent/guardian, an absence occasioned by observance of a student's religion on a day approved by administration as a religious holiday shall be excused. A penalty shall not be attached to an absence for a religious holiday.

The administration will recognize other justifiable absences for part or all of the school day. These shall include:

1. medical or dental appointments,

2. court appearances,

3. family emergencies (school administrator’s discretion)

The school administration shall excuse students from the requirements of attendance at the school on certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.

Educational Tours and Trips

School administration may excuse a student from school attendance up to two weeks to participate in an educational tour or trip not sponsored by the school if the following conditions are met:

1. The parent/guardian submits a written request for excusal prior to the absence.

2. The student's participation has been approved by the school administration.

3. Ensure that students legally absent have an opportunity to make up work.

**Administration shall report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17), and shall issue notice to those parents/guardians who fail to comply with the requirements of compulsory attendance that such infractions will be prosecuted according to law.**

\*Three days, or more, of cumulative unlawful absences shall deem a student as “Truant”.

Truant Students

1. Written notice, including legal consequence, will be sent to the school district of residence and to the parent/guardian who fails to comply with the compulsory attendance law.
2. Upon the forth unlawful absence, a School Attendance Improvement Plan will be created for the student at a meeting held with the school administration, parent/guardian, and a representative from the district of residence.
3. Upon the fifth unlawful absence, the district of residence will report the parent/guardian to the local Office of the District Magistrate for criminal proceedings.
4. After the district of residence has filed twice with the local Office of the District Magistrate, they will additionally notify the local Children and Youth Services Bureau to investigate.