

Attendance Policy

Students with unexcused absences cannot receive credit unless make-up work is completed properly as determined by the OA-CTEP teacher. Exceptions to this regulation shall be reviewed on a case by case basis. This regulation does not apply to cases of extenuating circumstances. The decision of what constitutes extenuating circumstances rests with the OA-CTEP administration.

Students are expected to come to school to learn. Being in school daily in a timely manner is important to student success. Compulsory attendance laws requires that all students 16 years of age and younger attend school unless authorized to be exempt. Parents or guardians are responsible for ensuring that their children comply with these laws. Failure to comply may result in prosecution or other actions as prescribed by Pennsylvania State Law and/or the Octorara Area School District. Verification of absence(s) must be provided within 3 days of a student's return to school.

A. 10/20 Day Rule

- a.** A student in grades 9 through 12 who has 11 or more absences from class in a semester course or 21 absences from class in a full year course will receive a failing grade for that course. Failure means that students will not receive credit for that course which may make students ineligible for promotion or graduation. Absences due to school sponsored activities, college visitations, religious obligations and funerals will not count in the calculation of days. Long-term absences for legitimate reasons will be handled on a "case by case" basis. All other absences, including those covered by doctor and parent notes, will apply directly to the 10/20 day attendance policy.
- b.** Students 18 years or older and/or parents may individually request a waiver of this provision by requesting this in writing to the OA-CTEP administrator. This case shall then be reviewed by the principal and other appropriate staff members to determine whether or not the student's excessive absences were legitimately attributable to an urgent reason as described in Title 22 Pennsylvania Code, Chapter 11, Pupil Attendance of the regulations of the State Board of Education of Pennsylvania.
- c.** Parents/students have the right to request that days be waived due to extenuating circumstances. This is done via the OA-CTEP administrator and at his/her discretion.
- d.**

If a student has been absent from school for any reason, an absence note signed by the parent/guardian is to be submitted to the teacher by the third day of school following the absence. Absence notes are the responsibility of the student. Students must submit an absence note to the Academy teacher and the sending school.

Attendance data (absences and lateness) are included in permanent records. Students shall be permitted to make up, without penalty, exams and class work missed during any excused absence. Teacher(s) are required to supply make-up work only if a student's absence is excused. It is the student's responsibility to make all necessary arrangements for making up missed work and/or exams. The OA-CTEP administrator and sending school principal reserves the right to determine if any absence is excused or unexcused.

Students are able to make up assignments and exams within three (3) days for full credit. Under exceptional circumstances, such as long-term illness or injury and/or suspension, additional time may be granted for make-up of work missed through a mutual agreement among student, teacher, parents, counselor, and administrative personnel at the OA-CTEP.

Work not completed within the allotted school days will result in an incomplete grade. Arrangements for making up any work missed shall be the responsibility of the student. For each day of excused or unexcused absence as well as tardiness, the student may receive a reduction in Work Ethic grades. Students cannot receive credit of any amount unless make-up work is completed properly as determined by the teacher.

B. Truancy

Students cannot receive a quality education if they are not in school. Truancy, or missing school without approved excuses, is not acceptable. By School Board policy and state law, once a student has accumulated ten absences (with or without a doctor's note), a doctor's note is required for each additional absence for the absence to be considered excused and to avoid truancy citations.

- a. Truancy of students who are under 17 years of age:** A letter shall be sent by the building administrator to the parent/guardian of any student who has missed three (3) unlawful days of school; the letter requests that a parent or doctor's note be submitted for each additional absence. On the fourth (4th) unlawful day of absence, a certified letter of warning shall be sent by the OA-CTEP administrator to the parent/guardian. The letter states that on the fifth (5th) and every additional absence, a truancy citation will be filed for the parent and the student (if 13 or older) with the local district court as required by state law.
- b. Truancy of students who are 17 years of age or older:** When a student has reached seventeen (17) years of age, the student is no longer of compulsory school age. Absences will be marked unexcused if no note is turned in. Teacher(s) are not required to allow students to make up work, tests, etc. if they are absent without proper excuses.

C. Early Dismissal

Students must submit a written note from a parent or guardian specifying the reason for an early dismissal request. This note should be handed to teacher prior to the beginning of 1st period. All notes will be verified with a parent or guardian before approval is given. Students must sign out when leaving school/campus. Requests for unapproved reasons or for personal convenience will not be honored, and students who leave will be charged with an unexcused absence.

