

## Unacceptable Reasons for Student

Reasons NOT acceptable for being absent from school and are considered truanancies or unexcused absences during the regular school year. A truancy occurs if a student does the following:

1. Failure to wake up for school
2. Missing a scheduled school bus or not having a ride to school
3. Absence without a parent/legal guardian's knowledge
4. Caring for a sibling in a non-emergency situation/babysitting
5. Running errands and or shopping
6. Pursuing a talent or skill without the administration's prior approval
7. Temporary employment during school hours
8. Going on a vacation without the Principal's approval
9. Failure to provide a medical practitioner's excuse when requested or required
10. Failure to attend school either before or after a scheduled medical appointment

Definitions:

*Truant* shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance (18 and under).

*Habitually truant* shall mean absences for six or more school days of unexcused absences during the current school year by a child subject to the compulsory school attendance law.

*Unexcused absence* shall mean an absence from school which is not permitted and for which an approved explanation has not been submitted within 5 school days and in the matter described by the governing body. An out-of-school suspension may not be considered an unexcused absence.



# Hanover Area School District

## PA TRUANCY LAW And Tardiness

### Parent and Student Information Pamphlet

Hanover Area School District  
1600 Sans Souci Parkway  
Hanover Township, PA 18706  
570-831-2300

## Hanover Area School District

### Attendance Policy

Hanover Area School District feels that great attendance leads to great success! We expect your children to be present daily for school.

If your child misses school without a note the following steps will be taken:

#### 3 Days Unexcused—Letter sent to parent/guardian

Absences are unexcused if a parent note/Dr. note is not received within 5 school days.

#### 6 Days Unexcused—2nd letter sent to parent/guardian

Student Attendance Improvement Plan meeting initiated. This meeting will include district and PASS program representatives.

#### 10 Day letter —sent after

#### 10 accumulated absences

(Unexcused/Excused) - Letter sent to parent/guardian.

If all 10 days are excused, doctors note is required for any additional absences.

## Acceptable Reasons for

### Students Absence

The following is a list of, but not all inclusive, of excused/legal absences:

- Quarantine.
- Family emergency.
- Recovery from accident.
- Required court attendance.
- Death in family.
- Observation of a religious holiday observed by bona fide religious group, upon prior written parental request.
- Nonschool sponsored educational trips or tours, if the following conditions are met:
  - Parent/Legal guardian must get written approval of the Principal by submitting, to the Principal, an official educational trip request form at least two weeks prior to the departure of the trip. The Principal will evaluate the child's academic standing, discipline history, attendance record and the educational value of the trip.
  - The parent and student shall agree that all class work that is missed during the period of absence will be made up within a time frame established by the administrator.

## Tardiness

Tardiness is defined as the absence of a student at the time school session begins, provided the student reports to school and is in attendance for any portion of the school day .

Legal tardiness: A student arriving late for school for any of the following reasons will be considered an excused late-

1. Doctor's/Dentist appointment
2. Mental health care appointment
3. Court appearance
4. Funeral involving immediate family members, relatives, and close friends
5. School related activities pre-approved by the administrator

The following are consequences for excessive tardiness per semester:

\*5 illegal tardies: Detention

\*6 to 9 illegal tardies: (elementary) Loss of recess, lunch detention (secondary) after school detention

\*10 illegal tardies: ISS (student drivers lose their parking permit for 1 month) loss of recess (elementary)

\*20 and more illegal tardies: Loss of privileges (student drivers lose their parking permit for the year) and the duration of the loss of privileges will be determined by the administrator (field trips, sporting events, club activities, dances, and all other extracurricular activities) and Detention/loss of recess

When a student reaches the tenth illegal late, a parental conference may be required to discuss the policy and devise a plan ensuring that the student arrives to school on time. Any absences that result from the failure of the parent to attend this conference may initiate a legal action for truancy. This may result in a summary citation for violation of the Pennsylvania Compulsory School Attendance Law.