

**Center for Student Learning at Pennsbury Charter School
345 Lakeside Drive
Levittown, PA 19054**

Board of Trustees Policy

Truancy Elimination Policy

The Center for Student Learning at Pennsbury Charter School (“CSL”) believes that good attendance is essential if students are to achieve and reach their potential. Each day is important for learning. Parents are required to ensure their son/daughter maintains good attendance.

Truancy – Unexcused Absences

A truancy is an unexcused absence. An unexcused absence is any absence from school or from any scheduled class without an acceptable reason. This also includes any student who leaves class without the permission of the teacher. Unexplained absences are recorded as truanies.

Any absence not verified by parent/guardian, physician, court, or other agency, within three days of the student’s return to school, is considered unexcused. A planned absence of three consecutive days or more without prior approval is considered unexcused.

School officials have the option to waive any action if there are documented chronic health conditions or other serious problems. Parents/Guardian must petition the Board of Trustees by submitting a written request and providing evidence to support the request.

When a child demonstrates truant behavior, CSL will schedule a school/family conference to discuss the cause of the child’s truancy and develop a mutually agreed upon Truancy Elimination Plan (“TEP”) to resolve truant behavior. The plan can include a myriad of options for the elimination of truancy that are mutually agreed upon by the participants.

Students that are absent from school for 10 or more consecutive days without appropriate documentation will be removed from CSL’s rolls.

For the first and second unlawful absences, CSL will send the parent/guardian a notice of unlawful absence as well as attaching a copy of the legal penalties for violation of compulsory attendance requirements. In addition to stating the legal consequences, the name and telephone number of a school contact person will be included.

For the third unlawful absence, CSL will send the parent/guardian a third notice of unlawful absence by **certified mail** providing the parents/guardians with official notice of child’s third illegal absence. The school shall attach an explanation of the penalties for violation of compulsory attendance requirements as they pertain to both the student and

the parent/guardian. Three days after giving such notice, if the student and/or parent/guardian violates the compulsory attendance requirements again, the student and/or parent/guardian shall be liable without further notice.

According to the Public School Code, **Charter School Law and accompanying guidance from the Pennsylvania Department of Education**, CSL is obligated to inform the student's district of residence whenever the student has accrued three or more unlawful absences. Either the district where the student resides or CSL may bring an action against the parents or students who have violated the compulsory attendance laws.

After agreeing to a TEP, or if there is no agreement on a truancy elimination plan and 3 days have passed since the parent/guardian received the official notice of the child's third illegal absence, if a child is unlawfully absent, at any point within the school year, the school will send an official notice (**via certified mail**) of the unlawful absence to inform the child's parent/guardian that the child has violated the TEP or, if there is not a TEP, to inform the child's parent/guardian that the child has again violated the compulsory attendance requirements. The notice will likewise advise the parent/guardian that the school district of residence will send a citation immediately to the magisterial district judge. After this notice, all future incidents of truancy will be referred by the district of residence directly to the magisterial district judge.

Children who are habitually and without justification truant from school while subject to compulsory school attendance are subject to an assessment to determine if there is a need for general protective services. Children shall not be referred to the county children and youth agency for assessment as possibly needing services until after the school has made a formal effort to involve the family and child in resolving the cause of the truant behavior.