

# Diocese of Scranton Catholic Schools Student Attendance Policies

All diocesan elementary and high schools have 180 days of instruction, which Kindergarten - 12th grade students are required to be in school. A school day is defined as one where students receive four or more hours of classroom instruction.

## Excused Absence is defined as:

Illness

Medical/doctor appointment

Family emergency/death in family

If absent from school, the student cannot participate in any athletic practice, game, contest, or other co-curricular activities on that day. See pg. 11 in Student/Parent Handbook.

## An Excused Absence - Must have written notice from parent within 24 hours.

If written excuse is not provided within 24 hours, absence may result as an Unexcused Absence.

Maximum of 10 Excused absences for one school year.

If absent 3 consecutive days or more, need written excuse from doctor.

If documentation is not provided within this 3-day period, the absences will be counted as Unexcused.

## Unexcused Absence is defined as:

A student absent from school without reason.

A student absent from school without proper notification from the parent/guardian.

Unexcused absences are a violation of school policy. Students may be subject to disciplinary action.

A student absent 10 consecutive days may be dropped from active student membership. PDE defines chronic absenteeism as a student who is absent 18 or more days in a school year, regardless of cause.

## Habitual Truancy - A student who has 6 or more Unexcused Absences during a school year.

A Student Attendance Improvement Meeting (SAIM) will be scheduled with student, parent/guardian, and principal after 6th Unexcused Absence. Refer to pg. 12-13 in Student/Parent Handbook.

SAIM will be documented in a Student Attendance Improvement Contract signed by all parties. Further Unexcused Absences may result in a referral to the County Children & Youth.

## Truancy - A student is "truant" if he/she has 3 or more Unexcused Absences during a marking period.

Parent/guardian will be notified in writing within 10 school days after the student's 3rd Unexcused Absence during a marking period.

PDE defines chronic absenteeism to include any student who is absent for 18 days or more in a school year, regardless of cause.