

Current:

Absences

If your child will be absent from school...

Contact the school via electronic form found on the school's webpage, www.rak12.org, click on "contact us", click on "attendance department", then "click here to report your student's absence, lateness, early release" or by phone to the "Absence Line" (610-983-4080). Please provide your name, the name and grade of the student, the reason the student will not be in school and a contact telephone number where you can be reached.

When your child returns to school after being absent...

- Upon your child's return to school, he/she must, by law, bring a written excuse note from home, even if you have contacted the Absence Line.
- A Physician's note MUST accompany all absences lasting three (3) days or more. **This requirement is waived when a school-required absence for quarantine due to COVID-19 is imposed.**
- Following is a list of excused reasons for absence. Any absence resulting from a situation other than those listed below will be considered unexcused.
 - Observance of a religious holiday
 - Religious instruction with a maximum of 36 hours per year
 - Trips to exhibitions or places for educational purposes (colleges, participation in organized group presentations with an academic focus, attendance at conferences such as People to People or places for academic purposes), maximum five (5) days per year, with prior notification in writing and approval from administration
 - Planned vacations up to a maximum of five (5) school days, with prior notification in writing and approval from administration
 - Medical / health related appointments which cannot be scheduled after school hours
 - Illness or recovery from an accident
 - Quarantine
 - Death in the family
 - Court appearance
 - Unavoidable family emergencies
 - Inclement weather resulting in impassable roads
- No excuse will be accepted after a period of three (3) school days. If documentation is not supplied within (3) school days of the absence, the absence will be considered unexcused.
- When a student exceeds fifteen (15) absences a doctor's note will be required for all subsequent absences or the absence will be considered unexcused. **This requirement is waived when a school-required absence for quarantine due to COVID-19 is imposed as part of the cumulative fifteen days.**
- ~~K-4th grade students with fifteen (15) or more total absences, excused or unexcused, will be retained in the current grade pending a waiver for promotion from the Board of School Directors.~~ **Student retention will not be based on absences when a school-required absence for quarantine due to COVID-19 is imposed.**
- Furthermore, students not in attendance for the school day may not participate in school-sponsored activities (dances, clubs, concerts, etc.) or team events after school that day.

Unexcused Absences

When the school does not receive an absence note within three (3) school days after the return to school, the absence becomes UNEXCUSED. Unexcused absences exceeding three (3) school days' total may result in corrective measures.

- A student with three (3) or more unexcused absences may be issued a citation with District Court by the student's sending school district.
- A student with fifteen (15) or more total absences, excused or unexcused, will be considered for retention.
- Students are expected to demonstrate a commitment to regular school attendance. Students who do not demonstrate such a commitment may be recommended for expulsion.

The following measures will be implemented in accordance with county and state law, as well as, school policy:

1. When a student has accumulated three (3) or more days of unexcused absence, written notice (First Notice) shall be sent to the parents/guardians.
2. After the First Notice has been issued, the next time there is an unexcused absence, another written notice (Second Notice) will be sent to the parents/guardians along with official notification to the student's sending school district who may file a citation with the District Court.
3. After the Second Notice, each subsequent unexcused absence will result in additional notification to the sending school district with no further written notice to the parents/guardians.
4. When a student has accumulated ten (10) days of absence, whether excused or unexcused, parents/guardians will receive another warning letter regarding the total number of absences and will be required to meet with the Principal of the Elementary School to establish a School Attendance Improvement Plan.
5. Parents/Guardians and students for whom citations have been filed with the District Court through their sending school district may be required to appear in court and face possible fines, revocation of their driver's license, and/or jail.