

ATTENDANCE AT-A-GLANCE

According to the Pennsylvania Department of Education, students are lawfully required to receive a certain amount of instruction per school year. MaST understands that special or extreme circumstances may happen. Please reach out to us so that we may be aware of how best to support your student(s) if unforeseen circumstances do occur.

If a student is absent from school, parents or guardians are required to call **the call out line at (267) 348-1164 to inform the school of the absence. Parents and guardians are still required to submit a note for each absence** and students have **3 days** to provide a note to the Attendance Officer, Ms. Young, after returning to school from an absence.** See family handbook for additional details.

<p>*Unexcused Absence- student not in school & no note provided or any non-medical absence beyond 10 days. MaST is required by law to report all unexcused absences directly to the PA Department of Education.</p> <p>*Non-Medical Excused- student not in school, parent note provided upon return to school (not to exceed 10 days in one school year).</p> <p>*Medically Excused- student not in school & a licensed physician note is provided regarding the specified dates of absence.</p> <p>*Truant- a student subject to compulsory school laws having three (3) or more school days of unexcused absence during the current school year. Absences are accumulated and do not need to be consecutive.</p> <p>*Habitually Truant- a student subject to compulsory school laws having six (6) or more school days of unexcused absences during the current school year. Absences are accumulated and do not need to be consecutive.</p>	
ALL ABSENCES	<ul style="list-style-type: none"> • An Alert Solutions phone message is sent informing the parent/guardian that the student is absent. • An absence note is expected upon return and required within three days of returning to school.
3 CONSECUTIVE ABSENCES	<ul style="list-style-type: none"> • Attendance Officer will call home if school has not been notified of the reason for the student absence, via the call out line listed above. • Attendance Officer may offer parents the opportunity to attend an Attendance Improvement Conference.
3 UNEXCUSED ABSENCES OR 7 EXCUSED ABSENCES	<ul style="list-style-type: none"> • At three unexcused absences, the PA Department of Education considers the student “truant.” • A letter will be sent to the student’s home to review the school attendance policy and state laws within 10 school days of the third unexcused absence. This letter will describe the consequences that will follow if the student becomes habitually truant in the future. • Attendance Officer may offer parents the opportunity to attend an Attendance Improvement Conference.
4 UNEXCUSED ABSENCES OR 10 EXCUSED ABSENCES	<ul style="list-style-type: none"> • A second letter will be sent to the student’s home to review the school attendance policy and state laws, as well as the possible consequences of continuing to miss school. The number of absences and tardies will be provided to the parent in this letter, with dates. • The Attendance Officer and grade counselor will hold a Student Attendance Improvement Conference to develop an individualized Attendance Improvement Plan with the parent or guardian. Students in grades 7-12 will be included in the Attendance Improvement Plan meeting.
6 UNEXCUSED ABSENCES OR ANY ABSENCES BEYOND 10 WITHOUT A DOCTOR’S NOTE	<ul style="list-style-type: none"> • At six unexcused absences, the PA Department of Education considers the student “habitually truant.” • A home visit may be conducted. • A second (or third) Student Attendance Improvement Conference, which may include the counselor, teacher(s), and administration, will be held to review and update the student’s Attendance Improvement Plan. • An IEP meeting will be held for students with an individualized education plan. • A SAP referral, a DHS referral and/or A Truancy Collaborative Referral may be made. • Student’s attendance will be reported to the Attendance Committee of the Board of Trustees. • The parents/guardians and 7-12th grade students will again be notified that all following absences <i>must</i> have a doctor’s note.
11 UNEXCUSED ABSENCES	<ul style="list-style-type: none"> • Parents/guardians and student will meet with the Board of Trustees and Administration. • The student’s Attendance Improvement Plan will be reviewed. • A SAP referral, a DHS referral and/or A Truancy Collaborative Referral may be made. • All absences without a doctor’s note will not be excused; parent notes will not be accepted. • Students in grades 7-12 may be assigned to Saturday School for each additional unexcused absence.
15+UNEXCUSED ABSENCES	<ul style="list-style-type: none"> • A Second Board Meeting will be held with the parents/guardians and student. • Students with an IEP require another team meeting to assess for barriers to improving attendance. • A SAP referral, a DHS referral and/or A Truancy Collaborative Referral may be made. • At 18 days of absence (the equivalent of 10% of the school year), a meeting may be held to discuss the retention of the student.

**Medical cases will be managed individually contingent upon the medical issue diagnosed by the doctor.*

Vacation: A **vacation day form** must be filled out. This form is located on the school website.

LATENESS-AT-A-GLANCE

According to the Pennsylvania Department of Education, students are lawfully required to receive a certain amount of instruction per school year. Arriving to school on time ensures that students receive the full amount of planned instruction and benefits afforded to our students. MaST understands that special or extreme circumstances may happen. Please reach out to us so that we may be aware of how best to support your student(s) if unforeseen circumstances do occur in your ability to get your student to school on time.

***Late-** students are marked late when they arrive after the official start of the school day (7:40 for high school, 8:15 for grades K-8) and have a note from physician excusing students for an approved lateness as defined in the Family Handbook.
***Tardy-** An unexcused lateness is coded as a tardy, and is a lateness that has no supporting note from the approved list of valid reasons for late arrival.

All Latenesses	<ul style="list-style-type: none"> • Call informing parents of student latenesses
6 Unexcused Tardies	<ul style="list-style-type: none"> • Letter home to students K-12 and H.S. student meeting with attendance officer
10 Unexcused Tardies	<ul style="list-style-type: none"> • Lateness Improvement Meeting with attendance officer, parents, and 7-12 students
12 Unexcused Tardies	<ul style="list-style-type: none"> • 7th-12th grade students receive Saturday school
15 Unexcused Tardies	<ul style="list-style-type: none"> • Lateness Improvement Meeting with attendance officer, administration, parents, and 7-12 students. 7th-12th grade students receive Saturday school.
20 Unexcused Tardies	<ul style="list-style-type: none"> • Parent and student meeting with Board of Trustees. For each subsequent tardy, Saturday School and additional consequences may be assigned as determined by the Board and administration.