

A Few Things You Should Know

About the New Baldwin-Whitehall School District Attendance and Truancy Policies

The Baldwin-Whitehall Board of School Directors adopted new attendance and truancy policies that will take effect beginning in the 2014-15 school year. While the policies should be read and understood by all parents and students, the following points can be used as a quick reference.

Students will have **3 days** to turn in an excuse or the absence will permanently count as **unexcused/unlawful**.

Medical excuses submitted to the school **will not** count toward excused or unexcused absences.

Absences:

- After **6 total absences or 5 total tardies** (excused or unexcused) an **Attendance Warning Letter** will be sent home.
- After **10 total (excused or unexcused) absences or tardies**, a **Medical Letter** will be sent home requiring a doctor's note for each additional absence or tardy. **In addition, high school students will be placed on social probation.**
- After **3 additional absences or tardies** and failure to provide medical excuses, an **Unlawful Absence Letter** will be sent home requesting a student-parent conference to develop a **Truancy Elimination Plan**.

Habitually Truant:

- After **3 unexcused absences**, an **Unlawful Absence Letter** will be sent home notifying the parent/guardian of the unlawful absences.
- After **3 additional unexcused absences**, a **Second Unlawful Absence Letter** will be sent home requesting a student-parent conference to develop a **Truancy Elimination Plan**.
- After **10 total (excused or unexcused) absences or tardies**, a **Medical Letter** will be sent home requiring a doctor's note for each additional absence or tardy. **In addition, high school students will be placed on social probation.**
- If a student continues to be habitually truant, **charges may be filed** with the local district justice.
- Students **will not** receive a grade or credit for any work missed for an unexcused/illegal absence.
- Educational trips must be **pre-approved two weeks** in advance of the trip. A **district form** must be completed and returned to the building principal for approval **2 weeks** in advance of the trip. The days granted **shall not exceed 5** for any school year. Educational trips shall not be approved during the **first two weeks** and the **last two weeks** of the school year or during **PA State Assessment testing** windows. All make-up work must be completed and returned within **one week** after the student's return from the trip.