



ATTENDANCE POLICY

Schuylkill County Online Learning (SCOL) is committed to working with students and parents/guardians to provide a framework that supports consistent and regular attendance for all children.

SCOL monitors student attendance pursuant to the Department of Education attendance policy and rules. Attendance is monitored on a daily basis Sunday to Saturday of any given week. Compliance with state attendance statutes and regulations is a parental responsibility. SCOL is obligated to keep an accurate record of daily attendance. A SCOL student is considered truant and the district is notified if he or she accumulates **three cumulative unlawful absences**.

Instructional Time

Pennsylvania requires all public schools to offer a minimum of one hundred and eighty (180) days of instruction between July 1 and June 30 of consecutive years.

Process for Attendance Monitoring

1. Students are required to attend a minimum of 180 school days. A maximum of **10** excused absences are allowed. A lawful absence is broadly defined by the State. Excused absences from SCOL include the following: illness; medical appointment; court appearance; funeral of relative; approved educational trip – limit two per year, not to exceed five school days; family emergency, and religious holidays.
2. SCOL offers students the flexibility to attend school on any five days of a seven day week. For example a student could “attend school” Monday, Tuesday, Thursday, Friday and Saturday, therefore; skipping Wednesday. Students must work in each class in which they are enrolled for at least one hour per day. **For example, if a student is enrolled in five classes, that student must work 25 hours per week to be considered present.**
3. A student will be considered truant after three unexcused absences.
 - A student who does not login to the content provider and submit assignments for three consecutive days defines an unexcused absence.
 - SCOL is mandated to report students as truant to the student's home school.

attendance policy.

Excused Absences

SCOL and the school district may excuse a student's absence from school for the following reasons:

- **Student illness**
 - a. Students must present doctors' notes when they are absent from school for three or more consecutive days due to illness.
 - b. Parent/guardian should email the doctors' notes to SCOL at info@iu29.org.
- **Medical appointment**
- **Quarantine**
- **Court appearance**
- **Death in the family**
 - a. Note to SCOL is required within seven days of absence
- **Religious holidays**
 - a. 24 hour advance notice is requested
- **Educational tour/trip, such as junior/senior college tours**
 - a. 72 hour advance notice is requested
 - b. A limit of two per year not to exceed five school days

Note: Excused absence requests may not be approved during the state testing window (PSSA/Keystone). Please check your child's local school district handbook for these specific dates. SCOL will strictly adhere to these dates.

Excuse Notes for Absence

1. In order for an absence to be excused, a parent or guardian must submit a written explanation to SCOL via email at info@iu29.org. Emails and phone calls from students **will not be** accepted.
2. Excuse notes must include the student's name, the date of the absence, and the reason for the absence.
3. The parent or guardian has three calendar days from the date of absence to submit the excuse note to SCOL, except in case of a death in the family, where the notes must be received within seven days of the student's absence.

Unexcused Absences

If Schuylkill County Online Learning does not receive an excuse within three days of absence, the absence will be recorded as an unexcused absence and the school district will be notified.

No Internet Access or Power Outage

Students who are unable to log into classes or have a power outage must have an alternative plan to go to a public library/public location with computer access to do their school work. There will be a 2 day grace period if documentation is provided by parent/guardian.

- a. If the student does not have a back-up plan and cannot go to the library, the parent/guardian must notify Schuylkill County Online Learning via email at info@iu29.org.

Technical Problems with a School Issued Computer

The student must contact the appropriate school representative to make arrangements for laptop repair. The school district will provide a loaner computer to the student while repairs are being made. The student/parent is responsible for notifying SCOL via email at info@iu29.org or by phone (570) 544-9131 x1273.

Weather Related Issues

Weather related issues such as snow storms, hurricanes or any other severe weather that impedes student access to the Internet will be considered excused if parent/guardian provides SCOL with a note and documentation via email within one week of the event.

- A phone call by parent/guardian will be accepted.
- A grace period of 2 days will be granted.
- After 2 days the student must use alternate means, such as the local library to continue schoolwork.

State Testing

SCOL Students are required to participate in all state mandated testing (PSSA for grades 3-8 and Keystone Exams upon the completion of Algebra, Biology and Literature). Families are required to contact and respond to their local school district's notification of testing windows. It is the family's obligation to locate and adhere to the dates of the testing windows, in the local school district handbook.

Please note that Schuylkill County Online Learning (SCOL) reserves the right to modify this attendance policy pursuant to changes in the home school district's attendance policies, changes made by the Pennsylvania Department of Education and changes in policies and procedures by SCOL or the Schuylkill County Intermediate Unit.