

**The School Board considers the following urgent reasons to constitute reasonable cause for temporary excusal from school:**



- Illness of student.
- Quarantine of student.
- Recovery from accident by student.
- Required court attendance of student.
- Death in the student's family, limited to five (5) days per occurrence.
- Impassable/hazardous roads.
- Weather so inclement as to endanger the health of the student.
- Excused pursuant to a farm or domestic service emergency permit.
- To receive professional health care or therapy services rendered by licensed practitioners of the healing arts in any state, commonwealth, or territory of the United States of America.
- Pre-approved educational trips or tours in accordance with Policy 204.2.
- Pre-approved college visits, for students in Grade 11 and 12, limited to five (5) days per year, upon receipt of satisfactory evidence of such visit.
- Suspensions from school.
- All absences occasioned by the observance of the student's religion on a day approved by the Board as a religious holiday shall be excused when requested. (Please refer to Policy 204-Attachment – Religious Holidays – for a list of Board-approved holidays.) No student so excused shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test or any other schoolwork given on that day.
- Participation in school sponsored activities.
- The Board of Education shall permit a student to be excused for participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group upon written request prior to the event.
- Exceptionally urgent reasons such as affect the student, but which ordinarily would not include work at home.

East Stroudsburg Area School District  
50 Vine Street  
East Stroudsburg, PA 18301  
Phone No. 570-424-8500  
Fax No. 570-424-5646  
Revised September 2020



Pennsylvania school districts shall not discriminate in their educational programs, activities or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 and the Pennsylvania Human Relations Act. Information relative to special accommodation and or grievance procedure may be obtained by contacting the Compliance Officer, in writing, at the Administration Office, East Stroudsburg Area School District, 50 Vine Street, East Stroudsburg, Pennsylvania 18301 or call (570) 424-8500.



## Compulsory Attendance Requirements

The East Stroudsburg Area School District has partnered with surrounding school districts, Court of Common Pleas Judges, Magisterial District Justices, and Monroe & Pike County Children & Youth on a Truancy Task Force Initiative to combat truancy in our community.

In accordance with State law, East Stroudsburg Area School District Board Policy #204-Attendance supports this initiative.

At this time, the East Stroudsburg Area School District has implemented procedures district wide for kindergarten through grade twelve.





## Compulsory School Age Requirements



The Board requires that school-aged students enrolled in all schools of the ESASD attend school regularly, in accordance with State laws. The educational program offered by this school district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress. The Board recognizes that if the parent/guardian will not insist that their child take advantage of the free educational opportunities offered, it becomes the duty of the school district and the State to require that attendance be enforced within the limits of the law.



**Beginning in the 2020-2021 school year, Pennsylvania will require all students to attend school no later than age 6 until age 18 or graduation, whichever occurs sooner.**

**Unlawful Absence**-Student (s) 17 years old and under who are absent from school without an excuse.

Parents/guardians can excuse up to ten absences with an excuse note (after 10, the absences will become unlawful).



## Truancy Procedures



### Step 1

When your child accumulates **3 unlawful absences**: A *3-Day Unlawful Absence Notice* will be uploaded into your child's Sapphire Community Portal.

### Step 2

When your child accumulates **6 unlawful absences**: Parents/guardians will be asked to participate in a Student Attendance Improvement Conference (SAIC) with the child and a school administrator. During this conference, a Student Attendance Improvement Plan (SAIP) will be developed for the student. A *6-Day Unlawful Absence Notice* will be mailed to the student's residence along with the completed SAIP.

### Step 3

When your child accumulates **8 unlawful absences**: A *District Justice Truancy Notice* will be mailed to the student's residence. Parents/guardians and the student will be required to attend a truancy hearing with a Magisterial District Judge.

### Step 4

When your child accumulates **10 + unlawful absences**: The school police department will issue citations in accordance with State law to students who are 17 years or younger and have exceeded 10 or more unlawful absences. Parents will be referred to the District Magistrate to be cited and fined. Children & Youth may also be notified.



## Absent Notes



Absences shall be treated as unlawful until the school district receives an absent note explaining the absence. Absent notes may be hand-delivered to the school by your child during regular school hours or a parent/guardian can email the absent notes to the school. Absent notes should include your child's name, the date of the absence, the reason for the absence, and a parent signature. An absent note must be submitted within **three (3) school days** of the absence.

### School Building Attendance Emails

**High School South**: [south-attendance@esasd.net](mailto:south-attendance@esasd.net)  
**High School North**: [north-attendance@esasd.net](mailto:north-attendance@esasd.net)  
**J.T. Lambert Intermediate**: [jtl-attendance@esasd.net](mailto:jtl-attendance@esasd.net)  
**Lehman Intermediate**: [lis-attendance@esasd.net](mailto:lis-attendance@esasd.net)  
**Smithfield Elementary**: [smi-attendance@esasd.net](mailto:smi-attendance@esasd.net)  
**Middle Smithfield Elementary**: [mse-attendance@esasd.net](mailto:mse-attendance@esasd.net)  
**East Stroudsburg Elementary**: [ese-attendance@esasd.net](mailto:ese-attendance@esasd.net)  
**Resica Elementary**: [res-attendance@esasd.net](mailto:res-attendance@esasd.net)  
**Bushkill Elementary**: [bes-attendance@esasd.net](mailto:bes-attendance@esasd.net)  
**J.M. Hill Elementary**: [jmh-attendance@esasd.net](mailto:jmh-attendance@esasd.net)

### East Stroudsburg Area Cyber Academy (ESACA)

Students who are enrolled in our cyber academy are subject to the same district attendance policies.

#### Grades K-5<sup>th</sup>

Students must log into at least one activity in one subject in Buzz daily for attendance to be registered.

#### Grades 6-12<sup>th</sup>

Student attendance is recorded by their login for that school day from 12:00 am to 11:59 pm. A Student that does not log into their *Edgenuity* account for that school day will be marked as being unlawfully absent.

Absent notes should be emailed to the students assigned grade level building.