

BTSD Attendance Fact Sheet

Policies:

- 1) The first ten (10) absences in the school year MAY be excused by a parent/guardian note OR a healthcare provider.
- 2) After ten (10) absences, a DR NOTE will be required for each additional absence for the remainder of the school year.
- 3) Absences shall be considered unexcused until a written note is received by the attendance secretary within ten (10) school days. **A text message to your child's teacher is NOT acceptable.**
- 4) Notes that are received after the 10-day deadline may be considered by the attendance committee for extenuating circumstances.

Procedures:

- 1) After the 3rd unexcused absence (no note received within 10 school days), parent/guardian will receive a warning letter from their child's school. Along with the letter will be an invitation to attend a *School Attendance Improvement Conference*.
- 2) At the *School Attendance Improvement Conference*, a plan will be developed to identify resources and strategies for improving the student's attendance.
- 3) If the unexcused absences continue, referrals to an attendance program or Bucks County Children and Youth will be made.
- 4) Continued unexcused absences will result in a citation in front of a District Magistrate.

For more information, contact:

Suzanne Skinner, Home and School Visitor for Truman, FDR and Keystone at 267-599-2078 or by email at: Suzanne.skinner@bristolwpsd.org

Leslie Rothberg, Home and School Visitor for Armstrong, Mill Creek and Brookwood at 267-599-2039 or by email at: Leslie.rothberg@bristolwpsd.org