

Attendance and Truancy

Regular attendance invites a student to build habits that promote lifelong success. Due to state legislation, Logos Academy records both excused and unexcused absences as well as unlawful absences that lead to truancy. These categories are defined below.

Daily absences should be recorded on our website [homepage](https://www.logosyork.org/) (<https://www.logosyork.org/>) by clicking the grey “Absent Today” button on the top right hand side of the page. Please complete the form that is linked to this button and press submit.

The [pre-planned absence request form](#) is provided on the Family Resource page of our school website to submit all future absence requests (i.e. vacations, family events, college visits, etc).

All doctor’s notes should be emailed to [<kastin.krupinski@logosyork.org>](mailto:kastin.krupinski@logosyork.org) in the school office or turned in to the student’s homeroom teacher.

Excused Absences

Absences for any of these reasons are recorded as excused:

- **MEDICAL:** Medical reasons documented with a parent/guardian or doctor note submitted within 5 days of student return from absence. Up to 10 medical absences are allowable with only parent/guardian notes. Additional medical absences must be accompanied by a doctor’s note. (For prolonged medical absences, see section regarding “Extended Absences” below.)
- **SCHOOL POLICY:** Students sent home sick for vomiting or having a fever of 99.9 degrees or higher are asked not to return to school for a full 24 hours after their last episode.
- **PRE-PLANNED ABSENCE (up to 10 school days):** Logos Academy encourages family time as well as educational/church opportunities. Whenever such an opportunity or event arises, parents are asked to fill out the [pre-planned absence request form](#) online (at least ten days in advance when possible). Families are asked not to plan an absence during the last 10 days of the school year. If a student misses the final days of the school year without advance arrangements, the student may not be able to complete the course (for consequences, see “Report Cards and Standards for Passing Grade Levels” under the “Academic Assessment” section).

All pre-planned absence requests will be evaluated by the principal on a case-by-case basis, taking into consideration the student’s academic/behavioral records, the quality of the experiential learning experience, or the nature of the family event, and the requirements of our course schedules and academic assessments. (Some examples of excused pre-planned absences are an educational trip, college visit, sports participation, immediate family member’s wedding, or church attendance.) Students are allowed a total of 10 excused absences in this category each year.

- **EMERGENCIES:** Logos Academy understands that unforeseen events occur. Family emergencies that center around and specifically include the student may be authorized as a lawful absence at the discretion of the principal.

Unexcused and Unlawful Absences

Absences that do not qualify for one of the excuses above will be recorded as unexcused. After 10 unexcused absences, a meeting with the principal is required to determine if the student can remain enrolled.

In addition, some unexcused absences must be recorded as unlawful absences. Unlawful absences include any cases where:

- no parent communication is provided
- students are kept out of school to support the needs of parents/guardians or other family members
- four unexcused tardies have occurred (each tardy is recorded as 0.25 of an unlawful absence)

When a student reaches 3 unlawful absences, an email/letter will be sent home to families. This letter will explain Pennsylvania truancy laws and consequences. If a student is habitually truant (at 6 unlawful absences), the parent(s) and student will be required to attend an attendance meeting and a Student Attendance Improvement Plan will be enacted. If there is still no improvement and the student continues to be habitually truant, this must be reported to the York County Office of Children, Youth, and Families (according to Act 138). The student may also be withdrawn from the school at the principal's discretion.

Extended Absences

The administration at Logos Academy understands that there may be extreme cases in which a student will be absent for an extended period of time (e.g., severe illness). Parents/guardians should be aware that Logos Academy is not equipped to serve the educational needs of a student who is unable to attend school for an extended period of time, and families may be required to find other educational options. Should such a situation occur, however, Logos Academy will work with the family on a case-by-case basis to accommodate the situation as best as possible, to minimize the disruption of the educational process.

Excused and Unexcused Tardies

Any student who enters the school building after 8:05 AM without a lawful excuse will have an unexcused tardy recorded. (Four unexcused tardies equals one unlawful absence, and three or more unlawful absences will be treated as truant, as described above under the "Unexcused and Unlawful Absences" section of this handbook.)

Any student who enters the front door after 8:05 AM with a lawful excuse (such as a doctor's note, court order, or a late bus) will be marked as having an excused tardy.

Individual Student Early Dismissal

For a student to be dismissed early or to leave school for any portion of the day, the parent/guardian must send an email to the front desk <admin@logosyork.org> by the morning of the dismissal authorizing the absence and explaining the lawful excuse (such as medical appointment or court hearing). If a student attends school for less than three and a half hours on a regular day or two hours on an early dismissal day, they will be counted as absent (and it will not be excused without a valid note).

All dismissal changes for any student must be made prior to 2:30 PM (or 10:45 AM on early dismissal days) to avoid confusion at dismissal and to ensure that proper transportation is arranged.

To accommodate our regular dismissal processes, students will not be dismissed between 3:00-3:20 PM except for regular dismissal procedures.

Making Up Work

Students will be given a number of days to catch up on assignments that is equivalent to the number of days that the student was absent (regardless of the reason for the absence).

Teachers are not expected to prepare work for students and to send it home in advance of any absence, but teachers may do so as they are able if given sufficient notice. Once the student returns to school, teachers will determine and communicate ways that the student can make up class assignments. It is the student's responsibility to catch up on all assignments in a timely manner.