



## Sankofa Freedom Academy Charter School

### TRUANCY POLICY

Students are expected to attend school every day. All absences will be treated as unlawful until a written excuse explaining the reason(s) for an absence is submitted. Unlawful absences may adversely impact the student's academic performance. Excessive unlawful absences constitute truancy.

Definition of "truant." The new law defines "truancy" as "three (3) or more school days of unexcused absence during the current school year by a child subject to [the] compulsory school attendance [law]."

Definition of "habitually truant." The new law defines "habitual truancy" as "six (6) or more school days of unexcused absences during the current school year by a child subject to [the] compulsory school attendance [law]."

Student will be deemed truant when they have accumulated 3 unexcused (unlawful) absences.

When a child attains a 3rd unlawful absence, a letter will be mailed home providing "official notice of the child's illegal absences" and establishing their classification as truant.

When a child attains a 6th unlawful absence, they will be considered habitually truant. A letter will be sent home explaining the school's requirement to refer the student and parent/guardian to the magisterial district court for truancy and parental neglect, along with a request for both the student and parent/guardian to attend an Attendance Improvement Conference. The student will then be enrolled in the school's Truancy Elimination Program (TEP).

When a child attains a 9th unlawful absence, a letter will be mailed home providing "official notice of the child's illegal absences" and the student will be escalated to tier 2 of the T.E.P.

When a child attains a 12th unlawful absence, a letter will be sent home along with notification of a mandatory Attendance Improvement Conference (AIC) and a continuation of the student's enrollment in the Truancy Elimination Program. The student and parent/guardian will again be referred to the magisterial district court for truancy and parental neglect.

### TRUANCY PREVENTION

SFA will take the following measures to prevent our students from being truant:

- A letter will be sent home after the student's 5<sup>th</sup> absence reminding them of the importance of being present.
- A mandatory parent conference may be requested by the Dean of Students after a student's 10<sup>th</sup> absence.
- A mandatory conference may be requested by an administrator after a student's reaches their 14<sup>th</sup> absence.
- All students who reach 15 unexcused absences will be referred to truancy court.
- A certified letter will be sent to parents whose child reaches 20 absences reminding them that their child is in danger of retention.