

Board
Policy

Berks
County

Unexcused
Absences

Tardy

Attendance
Program

MDJ

If your child will be absent, or arriving late please contact us:

- Send in a note within 3 days of your child returning to school
- Email Or Call Us
 - Stony Creek Elementary Center:
SCESattendance@antietamsd.org
610-314-7719 ext 1
 - Kerry C Hoffman Elementary Center:
KHISattendance@antietamsd.org
610-314-7719 ext 2
 - Middle Senior High School:
MSHSattendance@antietamsd.org
610-314-7719 ext 3

Antietam School District Attendance Protocols



Board
PolicyBerks
CountyUnexcused
AbsencesTardyAttendance
ProgramMDJ

Policy Manual



Antietam Board of Education Attendance Policy 204

Purpose: The Board requires that school-aged students enrolled in the schools of this district attend regularly, in accordance with the laws of the state. The educational program offered by this district is predicated upon the presence of the students and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.



Board
Policy

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County

Unexcused
Absences

Tardy

Attendance
Program

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Berks Initiative for School Attendance (BISA)



Berks County Attendance Protocol

Vision: The Berks Initiative for School Attendance (BISA) seeks to provide professionals working with children who are chronically absent a means to rapidly, consistently and successfully address the critical issue of school attendance within the schools and courts of Berks County. The BISA seeks to reengage students to increase graduation rates and better prepare them for their future. The BISA will focus on children who need the most assistance through periodic evaluation of the program to ensure that it continues to meet the needs of the schools and courts.



Board
Policy

Berks
County

Unexcused
Absences

Tardy

Attendance
Program

MDJ

Unexcused Absences



After the first and second unexcused absence, a slip will be sent home with your child. Please complete and return this slip ASAP.



After the third unexcused absence, a letter will be sent home. Please submit a doctor's notes, written note, or email providing a reason for the absences.



After the fifth unexcused absence, a letter will be sent home and a Student Attendance Improvement Plan meeting will be set with the attendance monitor.



When a student has six or more unexcused absences, they are considered habitually truant.



After the tenth unexcused absence, a letter will be sent home. You will then be referred to the Advancing School Attendance Program and a citation will be submitted to the MDJ.



All tardy minutes will accumulate towards unexcused absences.
195 mins= 1/2 day unexcused
390 mins= 1 day unexcused

Unexcused Absences

All absences shall be considered unexcused until the school receives a valid written excuse within the prescribed time period. In order to be changed to an excused absence, the reason must be consistent with school policy for excused absences. Otherwise the absence should remain unexcused.



[Board Policy](#)[Berks County](#)[Unexcused Absences](#)[Tardy](#)[Attendance Program](#)[MDJ](#)

Arrival Times

- ❖ **Stony Creek Elementary**
➤ 8:15-8:25
- ❖ **Kerry C Hoffman Intermediate**
➤ 8:15-8:30
- ❖ **Antietam Middle Senior High School**
7:45-8:00
- ❖ If your student arrives after the arrival window, they are considered tardy

Tardy Protocol

All tardy minutes will accumulate towards unexcused absences

195 minutes = 1/2 day unexcused absence

390 minutes = 1 day unexcused absence



Board
Policy

Berks
County

Unexcused
Absences

Tardy

Attendance
Program

MDJ

ASAP

Advancing School Attendance Program (ASAP)

The Advancing School Attendance Program serving Berks County is designed to work with families and youth to increase school attendance and/or participation in career-oriented activities. Typical family goals for students participating in this program include reducing student absenteeism and decreasing tardiness.



[Board
Policy](#)[Berks
County](#)[Unexcused
Absences](#)[Tardy](#)[Attendance
Program](#)[MDJ](#)

Magisterial District

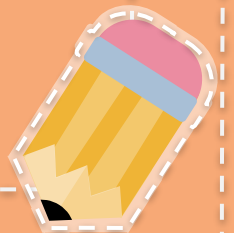


Magisterial District Court

Magisterial District Judge: Sandra L. Fegley

In accordance with state law, once you have accumulated six or more unexcused absences, a referral will be sent to the Magisterial District Court and you, or your student, could be sentenced to one or both of the following penalties:

1. A fine of \$300.00 or more for each citation, plus additional court costs
2. Community service hours



[Board Policy](#)

[Berks County](#)

[Unexcused Absences](#)

[Tardy](#)

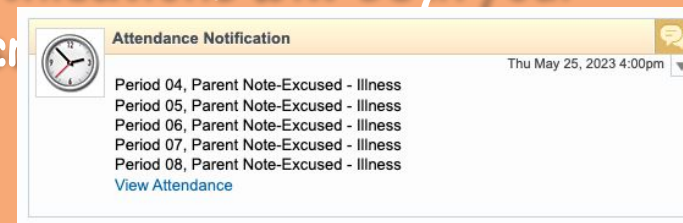
[Attendance Program](#)

[MDJ](#)

Skyward

Checking Attendance on Skyward

1. Log into Skyward, if necessary
2. All attendance notifications will be in your feed on the main screen



3. Or select attendance from the menu on the left

SKYWARD®
Antietam School District

Login ID:

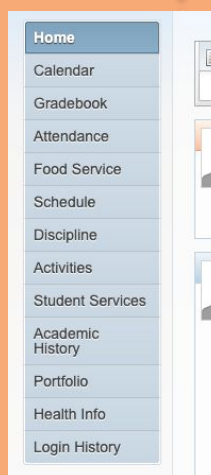
Password:

[Sign In](#)

[Forgot your Login/Password?](#)

[Single Sign-On](#)

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