

ATTENDANCE - DAILY

Students are expected to report to school on time each day and to report to all classes and study halls on time. A written excuse, signed by a student's parent or guardian, is required for each absence or incidence of tardiness. *This excuse is required within three (3) days after the absence or tardy to school.* Tardiness or absences, which are unexcused after the three (3) days, are recorded as permanently unexcused.

Note: A parent or guardian signature on the excuse is necessary, even if the student is 18 years or older.

THE EXCESSIVE ABSENCES AND APPEAL

Excessive Absence

The following applies to class absences exclusive of those which are documented by a physician's medical excuse.

A student who has 25 or more class absences for a year course shall be ineligible for credit without attending and winning an appeal process.

Appeal

A student may individually request a waiver of the attendance provision by appealing to the building's administration. The individual case shall then be reviewed by the Appeal Committee after all records, including physician's excuses, are submitted to the appropriate grade level administrator. The Appeal Committee will consist of an administrator, guidance counselor, and a classroom teacher(s) who will determine whether the student's absences or tardies are legitimate. If the committee so determines, the student may be granted a waiver.

Early Dismissal

Appointments for students should be scheduled after school hours, except in cases of emergency. Should an appointment during school hours be imperative, parents should write a request for an early dismissal in pen on suitable stationery, which the student should present to the school office at the start of the school day. Electronic, scanned excuses, with parental signatures are also acceptable. The note must state: student's full name, date of dismissal, time of dismissal, reason for dismissal, signature of parent/guardian, and phone number of parent/guardian for verification. All students must check out through the school office when leaving the building for an early dismissal.

Students who become ill during the day should obtain permission from the main school office to go to the nurse's office. If the school nurse deems it necessary that an ill student be excused from school, he/she will issue an excuse slip to any such student. Students should not go to the restroom when ill; to do so will constitute a class cut.

Excused Absences

1. Illness
2. Health Care
3. Death in Family
4. Educational Tours and Trips with Prior Approval (Note: A completed Special Absence Request form must be submitted to the principal two weeks prior to the trip)
5. Observance of Religious Holidays

ATTENDANCE CONTINUED

Make Up Work for Excused or Approved Extended Absences

A student who misses class work and exams due to an excused absence may make up all work within a time period equal to the absence, plus one additional day, unless alternate arrangements are agreed upon between the student and the student's teachers. The school may require the parent to verify a student's illness by a written statement from a physician.

It is reasonable to require student work to be completed within the number of days the student missed when the total number is three (3) or less. For approved extended absences, which is defined as four (4) or more days, the completion of work must be arranged immediately upon return to school and completed within five (5) school days. If student does collect work prior to the trip, the work is expected to be submitted upon the day of the student's return to school. Failure to do so will result in a zero for all assignments.

Tardy to School

Students are expected to arrive at school on time each day prior to 7:50 AM. Entering the school building any time after the tardy bell rings constitutes a tardy. After that time, the student must report to the school office immediately upon entering the building. A valid, written excuse signed by the parent/guardian is required within three (3) days after the tardy.

CONSEQUENCES: 4TH Tardy or more Afterschool Detention will be assigned and a phone call made to the parents. Failure to attend the Afterschool Detentions will be assigned Saturday Detention by the Administrator.

Any tardy remaining as unexcused after three (3) days will be permanently recorded as 'unexcused' and will result in consequences as outlined in the [State Policy on Attendance and Truancy](#). Tardiness to school must be for valid reasons. "Sleeping in", "missing the bus" and "car problems" are not considered as valid reasons for being tardy. A late school bus is a valid excuse. Refer to [Board Policy No.204](#), for more information related to student attendance.

Truancy

Refer to the [State Policy on Attendance and Truancy](#). The laws of the Commonwealth of Pennsylvania allow the court to impose education classes and community service sentences upon parents of a truant child who do not show they took reasonable steps to ensure the child's school attendance. It provides that the parent and child must appear at a hearing before the district magistrate. Parents and students will be notified by mail and phone after 7 days of an unexcused or excessive tardy concern. Students are to be in school the entire day to be eligible to participate in activities (this includes practices; athletic events; field trips; plays/musicals; club meetings; etc.) Students are to be in school on time, not late.

Any student who leaves school for illness reasons during the course of the school day is not eligible to participate in any school-sponsored activity occurring that same day or evening.

Unexcused Absences

If the reason for a school absence is outside of the above mentioned conditions, or if a student fails to submit a written excuse within three (3) school days, the absence will be recorded as unexcused. Refer to [Board Policy No. 204](#) for more information related to student attendance.

