



Daily Attendance

Students are expected to report to school on time each day and 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. Research has shown that your child's regular attendance may be the greatest factor influencing his/her academic success. Refer to [District Policy # 204 - Attendance](#), for more information related to student attendance.

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

Excused Absences

- Illness
- Health Care
- Death in Family
- 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)
- Observance of Religious Holidays

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.

Tardy to School / Student Arrival

High School and Middle School Students are expected to arrive at school on time each day prior to 7:50 a.m. Entering the school building any time after the tardy bell rings at 7:50 a.m. constitutes a tardy. After 7:50 a.m. 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.

Enforcement of Compulsory Attendance Requirements. Letters are mailed home 3, 5 and 10 day notices that are currently generated by CSIU. A phone call or meeting will be made home to discuss an improvement plan. If attendance does not improve the parent/guardian and student will be summoned to the magistrate's office.

Participation in special event such as Athletic Events, Homecoming, Prom and Commencement can be suspended. Please see page 36 in the Student Handbook for further details.