

## **ATTENDANCE**

Regular attendance at school is essential for good work in all school subjects. According to the Pennsylvania State Law, **Personal illness, death in the immediate family, impassable roads, quarantine, weather so inclement as to endanger the health of a child, religious holidays, or educational trips,** constitute the only lawful reasons for absence. Absences through parental neglect, hunting or fishing, vacations, and truancy are UNLAWFUL absences. Students who participate in educational trips of ten days or less may be excused from school attendance by the Superintendent or his designee. **Such requests must be made two weeks before the trip.** The students, upon return to school, shall report to their homeroom and bring with them an excuse signed by their parents or guardian. The teacher will then record the exact date or dates of absences, either excused or unexcused. The excuse(s) must be signed and submitted within three (3) school days of the student's absence. If an excuse is not presented by the third day, the absence will be considered unexcused and unlawful. When a student has accrued three unexcused and unlawful days, the student's parents will be served a first notice by the Attendance Officer. If another unexcused, unlawful absence occurs after the first notice, the student's absence will be reported to the magistrate for legal action (second notice).

Students who miss twenty (20) days of school will be required to present the doctor's excuse (not a photocopy) for every absence for the remainder of the school term. Failure to present a doctor's excuse will result in the absence being recorded as unexcused and unlawful. Such absences would result in first and second notices being served as described in the previous paragraph. Any student missing thirty (30) or more days in a school year will be subject to repeating the school year as determined by an Attendance Review Committee organized by the building principal.

## **TARDINESS**

Students are expected to be on time for the school's opening session and for every class or activity. There are only a few acceptable excuses for tardiness to school.

1. Severe weather conditions
2. Bus difficulties

Parents, students, and teachers should make every possible effort to keep tardiness at a minimum. Students who are tardy must report to the office upon entering the building.

## **EARLY DISMISSAL**

Individual pupils are not permitted to leave school before the close of the school day unless by recommendation of the school nurse for illness or by the elementary principal for legitimate reasons. To leave school early, a student must present a note from a parent or guardian, which states clearly the reason for leaving early. **Verbal requests will not be recognized.** This excuse must be presented to the elementary principal's office for approval. After permission is secured from the elementary principal, the note will be returned to the homeroom teacher.

