

Section 6 **ATTENDANCE AND ABSENCES**

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ATTENDANCE:

Regular school attendance is state mandated. In addition, regular school attendance is of great importance if students are to experience the continued sequential teaching needed to attain academic goals.

In the event a student misses 15 or more days of classroom instruction due to school absences, the parent/guardian may be asked to participate in a meeting with the school administration, the Student Support Team (SST) member/s, and teacher(s) to discuss the reasons for the continued absences.

If a student misses 30 or more days of class instruction, depending upon grade average he/she may not be promoted to the next grade level due to excessive absences.

ABSENCES:

If a student will be absent from school for any reason, parents/guardians are asked to notify the school before 9:00 am. If calling before 7:30 am, please call 657-1704, extension 400. If calling after 7:30 am, please ask for the Attendance Line. If the parent/guardian does not call, someone from the school will contact the parent or guardian to inquire about the student's absence that day.

Excused absences:

- Illness of the student
- Death in the immediate family
- Pre-approved educational trips

Other absences will be considered unexcused unless deemed an exceptionally urgent reason by school administration. If there are any questions, please contact the office at 657-1704.

When the child returns to school following an absence, parents/guardians are required to send a written excuse explaining why the student was absent.

Please note: A student may not participate in school-sponsored activities on a school day unless he/she was present for at least two (2) hours of that school day.

Student attendance is monitored by the Student Support Team (SST) in conjunction with the administration. The parent/guardian may be notified under the following circumstances:

- An excused absence exceeding 10 days;
- Accumulation of three (3) unexcused absences (subsequent unexcused absences may result in fines as required by the Pennsylvania State School Law.)

Section 6

ATTENDANCE AND ABSENCES

PROCEDURES FOR ABSENCE:

The student must present a note to the homeroom teacher from the parent/guardian upon return to school. A signed doctor's excuse is required for absences of three (3) or more days.

Arrival Policy:

- Arrival after the start of school, but before 11:00 am = Tardy
- Arrival after 11:00 am = ½ Day Absent

Early Dismissal Policy:

- If the student leaves before 11:00 am due to illness or an appointment, and does not return to school = 1 Day Absent
- If the student leaves after 11:00 am and before 1:00 pm = ½ Day Absent

Any student who is absent due to a communicable disease must have a doctor's note to return to school.

MEDICAL APPOINTMENTS:

Parent/guardian should inform the homeroom teacher one (1) day prior to any scheduled appointment that will cause the student to be late for school or require him/her to be removed from class during the day.

Upon return from a medical appointment:

- Student must have a medical excuse for school absence
- Student must be accompanied to the school office by parent/guardian
- Student must sign in and receive a pass in the school office in order to return to his/her classroom

Please note: A student may not participate in school-sponsored activities on a school day unless he/she was present for at least two (2) hours of that school day.

HOMEWORK DURING ABSENCES:

When a student is absent, he/she may choose to call a fellow classmate for homework assignments. Homework may also be posted on the Rediker Plus Portal electronic reporting system. A link to Rediker Plus Portal is available on the schools' homepage of the Holy Name of Jesus website at www.holynameofjesus.com

If a parent/guardian wishes to pick up books/homework for an absent student, **please contact the school office *before* 10:00am.** You may pick items up in the school office at 3:30 – 4:00 pm or request that items be sent home with a sibling or neighbor.

Section 6

ATTENDANCE AND ABSENCES

LATENESS:

Classroom instruction begins at 8:15 am – students are to be in their classrooms no later than 8:10 am, when announcements begin.

Students who are *late for school* should report to the school office. They must be signed in by a parent/guardian and will receive a pass to be presented to his/her homeroom teacher.

If a student will be late for school due to an early morning appointment, a note should be sent to school at least one (1) day in advance to notify the homeroom teacher. If a note has not been sent, the parent/guardian should call the school office at 717-657-1704. With proper notification, we can avoid unnecessary phone calls and/or possible errors on attendance records.

The parent/guardian of any student who is consistently late may be notified/contacted by the school Principal.

Please note: All absences affect Perfect Attendance records.