

STUDENT ATTENDANCE

Daily attendance is essential to maintaining good scholastic standing. Students are required, by law, to be in attendance at school.

Absence

Parents or guardians must email the Attendance Office at hsattendance@mnsd.org or call at 610-359-4219 prior to 7:30am in the event that a student is absent.

Students, regardless of age, must turn in absence notes signed by a parent/guardian.

Excused Absences

*An absent student must be called out for each day of absence from school. This helps to ensure the safety of your children. **All absences require that a written excuse be submitted to the school within three (3) days of the student's return to school.** If a written excuse is not submitted to the office within that time period, the absence is recorded as unexcused and is deemed by the state to be an illegal absence. A written excuse documenting an absence is required under the state's compulsory attendance laws.

- A written excuse must contain the following information: (1) name of the student and student number; (2) student grade level; (3) the date(s) of the absence; (4) the reason for the absence; and (5) a parent or guardian's signature.
- **We are able to accept excuse notes sent via email with a handwritten signature attached to the email to hsattendance@mnsd.org**
**Please review the section on submitting electronic absent notes in the handbook.
- In the case of an absence of three (3) or more consecutive days, the child must return to school accompanied with a note from a licensed health care provider within **three(3) calendar days**.
- **A doctor's note will be required for admission to school at any time the school deems it necessary.** Students who have been absent from school because of a communicable disease must present a doctor's certificate before they may be readmitted to school.

Unexcused/Unlawful Absences – In cases where a student has **accumulated ten (10) or more days of absence**, parents/guardians will be notified that future absences will require an excuse signed by a health care professional treating the student. **Only 10 days will be excused with a parent note per year- after this a doctor, court, or educational visit note will be required.**

Unlawful Absences –When a student accumulates a third unlawful absence, the state law requires that we send a document “Official Notice of Child’s Unlawful Absence” explaining that future unlawful absences will result in a petition to the local District Justice. Included in the Official Notice will be an invitation to a School Attendance Improvement Conference. A School Attendance Improvement Plan will be created during this conference.

The school district does not recognize any day as a “cut day.” Absences on such days are considered unexcused/illegal.

*** Unexcused absences are classified as illegal if the student is under the age of 17.

Any student that accrues more than 4 unexcused/illegal absences per marking period will be excluded from all extracurricular activities for the remainder of the marking period.

Any student that exceeds 10 unexcused/illegal absences during the school year will be excluded from all extracurricular activities for the remainder of the school year.

CLASS CUTS

Regular attendance and participation in classroom activities is an integral part of every subject in our curriculum. Absences from class can interfere with the continuity of the instructional process for the student and the class. Recognizing that regular attendance in class is essential for success in school, it is expected that students will assume the responsibility of attending every assigned class and study hall.

A class “cut” is defined as an absence from a scheduled class or class activity that is not excused by the classroom teacher or school administration. It is the responsibility of the student to provide the classroom teacher with written documentation explaining his/her absence by the next school day; failure to do so will result in the absence being listed as unexcused.

A student having an unexcused absence (“cut”) will not be permitted to make up the day’s work, including any tests or quizzes. The student will not be given credit for class participation, thereby affecting his/her overall grade. Additionally, the unexcused absence shall be referred to the school administration for disciplinary action.

Disciplinary actions for unexcused absence from class are as follows:

- First cut:** Saturday School. Parents notified via phone or mail.
- Second cut:** Saturday School. Parent notified via phone or mail. Review of IEP, if applicable.
- Third cut:** One day out-of-school suspension and parent conference. IEP meeting, if applicable.
- Fourth cut:** Two days out-of-school suspension, loss of all privileges for the remainder of the marking period, and parent conference. IEP meeting, if applicable.
- Fifth cut:** Full suspension (minimum of three days), loss of all privileges for the remainder of the semester and parent conference. IEP meeting, if applicable.

NOTIFICATION FOR ABSENCES, PERFECT ATTENDANCE, LATENESS TO SCHOOL

Notification

The automated phone system will be used to notify parents of all absences: excused and unexcused. In keeping parents and guardians informed of possible non-compliance with the attendance policy, notification letters will be sent by the school administration and/or home and school visitor.

Perfect Attendance

Perfect attendance means that a student has missed no days, has not been tardy for any reason, and has not been dismissed early for reasons other than school related activities. Family trips, even if excused, still disqualify a student from achieving perfect attendance.

Lateness to School

All students must be in class at or before 7:40 am. School attendance will be taken during each period. Any student not present at the beginning of period 1 will be considered late to school.

2 categories:

- 1. Excused tardy** – arrive with the original doctor, court note, or official school form to designate a collegiate visit (for juniors and seniors only and must include signature, email and phone number of a collegiate official).
- 2. Unexcused Tardy** – this covers all other tardies.

Levels of discipline and consequences:

- 2 unexcused tardies per marking period; excused tardies do not count towards consequences.
- 3rd tardy = 1 detention
- 4th tardy = Saturday school
- 5th tardy = suspension 1 day, loss of campus privileges for 1 week, and a parent conference to set up plan for improved attendance
- Loss of campus privileges means students must leave school grounds at the conclusion of the school day, unless attending a help class or detention.
- Parking permit is revoked for this period of time.
- Students in this situation are not permitted to attend or participate in any extracurricular activities during this time.
- 6th tardy = suspension 1 day + removal from extracurricular for the marking period.

The automated phone system will be used to notify parents of lateness to school on a daily basis.

LATENESS TO CLASS/ EARLY DISMISSAL

Lateness to Class

As a general rule, students are required to be in the classroom by the end of the “bell tone” that signals the start of the class period. Students have four minutes to pass between classes. Lateness to class will be unexcused if a student fails to present a written pass from a teacher or administrator. Teachers are empowered to take measures deemed necessary to enforce the late to class standard.

Disciplinary actions include, but are not limited to:

- Student verbally warned by teacher
- Participation grade reduced, parents contacted
- Loss of privileges
- 3 unexcused late to class.....Classroom Teacher Detention
- 6 unexcused late to class.....2 Classroom Teacher Detentions
- 9 unexcused late to class.....3 Administrative Detentions
- 12 unexcused late to class.....Saturday School
- 12 or more lates to class will result in out-of-school suspension and/or additional assignment to Saturday School.

Early Dismissal

Attendance in all classes is considered an important part of the educational process. Therefore, it is recommended that students not schedule appointments during the school day. Students may pick up their approved Early Dismissal from the Attendance Office. Upon returning to school, students are to sign in at the Attendance Office. **Students who leave school early must follow proper sign-out procedures (and sign-in procedures, if student returns) in order to avoid disciplinary action.**

There are two types of early dismissals:

- 1. Early Dismissal:** Parent written notification needs to be submitted 24 hours prior to dismissal. It is recommended to email: hsattendance@mnsd.org.
- 2. Excused Early Dismissal:** upon return, student brings an original note from a doctor, court, or official school form to designate a collegiate visit (for juniors and seniors only and must include signature, email and phone number of a collegiate official).

For all early dismissal notes, students must submit the original doctor or court note upon return to school. Without such note, student may not be eligible to participate in any extracurricular activities at the conclusion of the school day.

Early dismissals follow same procedure as tardies in terms of consequences. Students are allowed 2 early dismissal notes per marking period. On the 3rd early dismissal, students begin to receive consequences in the same manner as being late to school.

- 3rd ED = 1 detention
- 4th ED = Saturday school
- 5th ED = suspension 1 day, loss of privileges for 1 week, and parent conference to set up plan for improved attendance
- Loss of privileges means students must leave school grounds at the conclusion of the school day, unless attending a help class.
- Students in this situation are not permitted to attend or participate in any extracurricular activities during this time.
- 6th ED = suspension 1 day + removal from extracurricular

When signing out because of illness or other emergency, students are required to obtain permission from the nurse and an administrator prior to leaving.

PARENTAL REQUEST FOR STUDENT EXCUSED ABSENCE

Pre-planned Educational Tour or Trip

The Marple Newtown School District strongly discourages student absence from school except when illness or other urgent reasons prevent the child from attending. School district officials are aware that it is not always possible to schedule family trips and vacations while school is not in session. In keeping with our guiding philosophy, but also recognizing the importance of the family unit, the school district will approve educational tours or trips up to a **maximum of five school days per student per year**.

The following provisions must be met for approval of an educational tour/trip:

- A. A “Parental Request for Student Excused Absence” form has been designed for pre-planned educational tours or trips. This form can be found on the district website or in the main office. A copy of this form can be found at the end of the district handbook.
- B. A “Parental Request for Student Excused Absence” form must be submitted to the child’s building principal or designee for consideration at least **one week prior to** the date of the intended trip. The request must include a statement detailing the educational value of the trip and the name of the person responsible for supervision. The principal will respond to the request; questionable requests will be submitted to the Superintendent for final determination.
- C. The building principal will evaluate the request in terms of its educational value, duration, and adequateness of the supervision. **Anything above 5 days will be unexcused**. Prior to leaving on the trip, it is the responsibility of the student to seek assignments. It will be the responsibility of the student to make up all work missed during the absence within one week after the student returns to school.
- D. The absence of a student taking a tour or trip which has not received prior approval from the building principal as being educational in nature will be considered unlawful (unexcused) and subject to the provisions of the Compulsory Attendance Laws (Section 1327 of the School Code).
- E. Any trip scheduled during state standardized testing will not be excused and be marked as an unexcused absence.
- F. If more than one child in a family will be absent and the children attend different schools, a separate request for each child shall be made to each child's principal