

# **Middle/High School Attendance Expectations**



**Excuses must be turned in to the front desk in the lobby immediately upon return to school. Students have three (3) days upon return to provide a written excuse from a parent/guardian or doctor for an absence or tardy. After three (3) days, the absence will be considered unexcused/illegal. Six (6) unexcused absences can result in a citation through the magistrate's office.**

## **Tardies/Early Dismissals**

***\*Students are considered tardy if they arrive at homeroom after 7:33.***

### **Tardiness:**

#### **Excused Tardies**

- 1-3 tardies: Students will receive a warning.
- Every 4 tardies: Students will meet with the principal and serve lunch detention. Parents will be notified in writing.
- 10 or more tardies: Student's school sponsored privileges will be revoked (field trips, clubs, sports, dances, etc)

#### **Unexcused Tardies**

- 1-3 tardies: Students will receive a warning.
- Every 4 tardies: Students will meet with the principal and serve lunch detention. Parents will be notified in writing.
- 8 or more tardies: Student's school sponsored privileges will be revoked (field trips, clubs, sports, dances, etc)

### **Early Dismissal/Half Day Absences:**

- Parent/Guardian must notify greeter of the early dismissal. (724-483-3509 ext 3207 or [excuses@charleroisd.org](mailto:excuses@charleroisd.org))
- 1-3 early dismissals: Students will receive a warning.
- 4th and 8th early dismissals: Students will meet with the principal and serve lunch detention. Parents will be notified in writing.
- 10 or more early dismissals: Student's school sponsored privileges will be revoked (field trips, clubs, sports, dances, etc)

Note: A half day absence is defined as staying in school until 10:45 or arriving at 10:45.

**(Cont'd...)**

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## **Student Absences**

### **Unexcused Absences:**

- At 3 unexcused absences: Parents will be notified in writing and a referral to Blueprints will be made.
- At 6 unexcused absences: The principal/designee will conduct a Truancy Elimination Plan with parents/guardians and Blueprints.
- At 6 unexcused absences (and any subsequent unexcused days): The parent/student will be referred to the magistrate for a truancy citation.

### **Cumulative Absences (Excused & Unexcused):**

- At 5 cumulative absences: Parents will be notified in writing of the excessive absences in writing.
- At 8 cumulative absences: A referral for truancy will be made to Blueprints.
- At 10 cumulative absences: Parents will be notified in writing again of excessive absences. At that point, only a doctor's excuse will be accepted for absences.
- At 15 cumulative absences: A meeting will be held with the parents, student, and principal/designee during which attendance at school sponsored events will be revoked. (field trips, clubs, sports, dances, etc)

The PA Department of Education considers a child habitually absent from school once they reach 18 total absences, excluding medicals. Please make every effort to stay under 18 days. Also, research indicates there is a positive and statistically significant relationship between student attendance and academic achievement and other student outcomes (Hein et al., 2013; Chang and Romero, 2008; Allensworth et al., 2014; Balfanz et al., 2007).

Additionally, no student vacation or field trip will be approved if the days missed exceeds the allowable number of parent excuses. This will also apply to vacation requests during PSSA/Keystone testing as the state expects every kid to participate in the exams.