



## We're Looking for Attendance Superheros!

Attendance is important at Upper Adams Intermediate School and excessive absences, if they occur, are given prompt attention.

Excessive absences concern us because children who miss school frequently experience difficulty in achieving the maximum benefits of schooling. The advantages of regular, classroom instruction are lost and cannot be entirely regained, even by extra, after-school instruction. Please keep in mind that while your child's absences may be excusable in nature, they still chip away at the educational foundation that we are trying to build at school. **Your child cannot be successful in school if he/she does not attend regularly.** Please take the steps necessary to see that your child attends school every day he/she is physically able so they can be an **Attendance H.E.R.O** (Here Everyday, Ready On Time).



## UASD District Illness Letter

Any questions on this information should be forwarded to our school nurse, Mrs. Jenna Landis, at [j.landis@upperadams.org](mailto:j.landis@upperadams.org).



### Give Us a Call

If your child is going to be absent from school, we ask that you **notify the school office by 9:05 AM**. You may either call the school office at 717-677-4300 or you may email Mrs. Swartz at [k.swartz@upperadams.org](mailto:k.swartz@upperadams.org) to report the absence. **Even if you use Class DOJO to contact your child's teacher about an absence, you should also notify the school office.** If your child is absent and you have not notified us, you will receive a call from our parent notification system stating that your child is not in school.



### Write That Note

Notes are required after every absence. School District policy states that **'an excuse for absence must be received within three (3) school days of the child's return or the absence will be considered illegal.'** We ask that **all medical appointments are verified by a doctor's note.** For your convenience, notes may be hand-carried to school by your child, sent through the 'Absence Note' button on our school website homepage, faxed to the school office at 717-677-4330, or emailed to the school office at [k.swartz@upperadams.org](mailto:k.swartz@upperadams.org).



### Every Day Counts!

Upper Adams School Board Policy states, "a maximum of 10 (ten) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. **All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner.'** If your child meets and exceeds the 10-absence limit, you can expect to receive a letter from the principal or assistant principal, and you will be asked to provide a doctor's verification for any future absences. If there are extenuating circumstances about which we should be aware, please reach out to us so that we can work with you to ensure your child's educational success.

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### Three or More Consecutive Days

UASD Policy states, "**Absences of three(3) or more consecutive school days shall require an excuse from a licensed practitioner of the healing arts.**" Accordingly, if we do not receive a note from your child's doctor when they have been absent for 3 or more consecutive days, the absences will be marked unexcused.



# Family Educational Travel

The Upper Adams School District Board of Directors recognizes that family trips for educational purposes enhance and enrich the learning experiences available to your child. However, we ask that you adhere to the following guidelines when planning a trip. Please remember that no requests for educational travel will be approved during the PSSA testing window. PLEASE check the school calendar before finalizing your plans.



## Secure Prior Approval!

Educational travel **must be pre-approved by the Principal at least three (3) days prior to the first day of absence**. Educational Travel forms can be found on our school website or may be picked up in the school office. Once the form has been processed, you will receive a copy of it for your records. In this case only, no additional note is required to verify your child's time away from school.

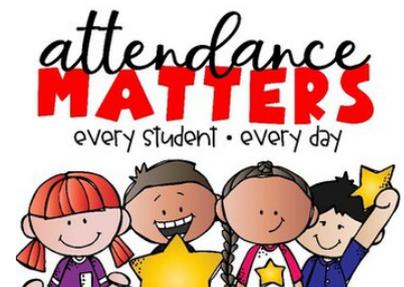
## Remember . . .

If prior approval is not received for the days your child will miss school, the absence will be classified as unexcused (and therefore, be illegal). As a rule, forms submitted after the trip are not accepted. The total number of educational travel days may not exceed ten (10) school days during any given school year. If your trip is going to exceed more than 10 days, **please call the school office to provide an explanation**.

[Planning a Trip? Click here to get a Pre-Approval Form!](#)

## Illegal Absences

Pennsylvania State Law is very clear when it comes to school attendance. Your child is required, by law, to attend school regularly. **When notes are not received or the reason included in a note is not excusable per State law and/or UASD policy, an illegal absence will be assigned.** After three (3) illegal absences, a letter of warning will be sent to the parent/guardian and appropriate action will be taken. Excessive illegal absence will constitute reason to pursue legal remedies available to us.



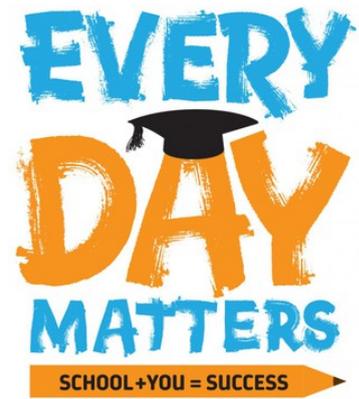
Reasons your child may receive an illegal absence include but are not limited to:

- Excuse for absence was not received within 3 days of the absence.
- The absence was not legal as set forth by the Pennsylvania School Code and/or Upper Adams School District Policy. (*Excused absences include: illness, injury, death in the family, pre-excused absence for educational travel, or medical doctor appointments.*)
- Educational travel days were taken, but not pre-approved.
- Parent failed to provide a doctor's excuse for absence(s) when required.

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## Levels of Truancy

Upper Adams School District schools follow this protocol for addressing illegal absence:



- **After 3 days of illegal absences** - Parents will be notified in writing by the principal.
- **After 4 days of illegal absences** - A student is considered “truant,” which is defined as having (3) or more days of unexcused absence during the current school year. The Principal is required by law to hold an absence improvement conference with parents/guardians to develop a Truancy Elimination Plan (or TEP). Input for the plan will be gathered from teachers, guidance counselors, and other pertinent individuals in order to attempt to identify the root causes for the absence pattern and to lay out steps for improvement. This plan, if adhered to by the parents and student, may be utilized in lieu of the legal remedies available to the district. Failure to adhere to the components of the plan will constitute reasons for immediate pursuance of legal remedies.
- **After 6 days of illegal absences** - According to Section 1333 of the Pennsylvania School Code, your child now is considered habitually truant. Habitually truant is defined as, “a child subject to compulsory laws “having six (6) or more school days of unexcused absences during the current school year. Students who are habitually truant and are age 15 and younger must be referred to Children and Youth for services or possible disposition as a dependent child under the Juvenile Act. Students that are habitually truant and are age 17 and younger may also be referred to the local magisterial district office for citation against student or parent.

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## Attendance is Your Child's Superpower!

While it may not be possible for all students to be in school every day, all day, due to necessary appointments and/or illness, we want to shine a positive light on those students who try hard to be 'absence free.' Since being in school every day, all day, on time (ie, perfect attendance) is a SUPERPOWER, we have developed a Superhero initiative for those students who are able to attain perfect attendance. The framework for this initiative is shown below. All it takes is 2 months of perfect attendance to earn a spot on our Super Hero Wall! We're excited to see how many Superheroes we have @ UAIS!

# Hey Kids: Unleash Your Super Power with Perfect Attendance

See what you can earn by having perfect attendance this year!

## 1 Month Perfect Attendance

Mr. Gerber will announce the students' names during homeroom.

## 2 Months Perfect Attendance

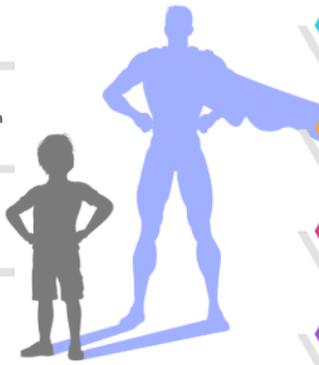
Students earn their Superhero certificate (with 2 stickers, one for each month); these will be posted in the hallway by the office.

## 3 Months Perfect Attendance

Students get to add a 3<sup>rd</sup> sticker to their Superhero certificate.

## 4 Months Perfect Attendance

Students will receive a 4th sticker for their Superhero certificate, have their names announced during the morning announcements by Mr. Gerber, and get the opportunity to choose a prize.



## 5 Months Perfect Attendance

Students receive a 5th sticker on their Superhero certificate, have their name announced by Mr. Gerber, can have lunch with him, and earn a freeze pop.

## 6 Months Perfect Attendance

Students receive a 6th sticker for their Superhero certificate, have their name announced by Mr. Gerber, enjoy lunch with him, earn a freeze pop, and receive a small prize.

## 7 Months Perfect Attendance

Students receive a 7th sticker for their Superhero certificate, have their name announced by Mr. Gerber, enjoy lunch with him, earn a freeze pop, and receive a small prize.

## 8 Months Perfect Attendance

Students earn an 8th sticker for their Superhero Certificate, and they will be recognized at the end-of-year Awards Program with a certificate and Super Hero Medal.



## Upper Adams Intermediate School

<https://www.upperadams.org/Page/3276>

Sonia Buckley, Principal - [s.buckley@upperadams.org](mailto:s.buckley@upperadams.org)

Ryan Gerber, Assistant Principal - [r.gerber@upperadams.org](mailto:r.gerber@upperadams.org)

Karen Swartz, Administrative Assistant - [k.swartz@upperadams.org](mailto:k.swartz@upperadams.org) (Attendance Secretary)

Sheri Tuckey, Administrative Assistant - [s.tuckey@upperadams.org](mailto:s.tuckey@upperadams.org) (Enrollment/Child Accounting Secretary)