

Back to School

5 by Friday - Wednesday Edition

Focusing on Great

Attendance



Show Up, Level Up!

Regular attendance at school is crucial and plays a critical role in your child's success. Frequent absences concern us because children who miss school often struggle to reap the full benefits of education. The value of consistent, classroom instruction is irreplaceable and cannot be entirely regained, even with additional, after-school help.

It is important to note that while your child's absences may be justifiable at times, they still impact the educational foundation we are attempting to build at school. We encourage you to:

- take the steps needed to ensure that your child is present every day he/she is physically able;
 - work to make sure that your child arrives at school everyday on time; and
 - avoid early dismissals whenever possible.
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Reporting Absences . . .

If your child will be absent from school, we kindly request that you inform the school office by 9:00 AM. You can report absences by either calling the school office at 717-677-4300 or by emailing our Attendance Secretary, Mrs. Swartz, at k.swartz@upperadams.org.

Please remember that even if you inform your child's teacher about the absence through Class DOJO, it is essential to also notify the school office. If your child is absent and we have not been notified, you will receive a call from our parent notification system to let you know that your child is not in school.



UASD District Illness Letter

Any questions on this information should be forwarded to our school nurse, Mrs. Jenna Landis, at j.landis@upperadams.org.

NOTES ARE REQUIRED FOLLOWING ANY ABSENCE OR LATE ARRIVAL. ACCORDING TO SCHOOL DISTRICT POLICY, "AN EXCUSE FOR ABSENCE MUST BE RECEIVED WITHIN THREE (3) SCHOOL DAYS OF THE CHILD'S RETURN, OR THE ABSENCE WILL BE DEEMED ILLEGAL." WE KINDLY REQUEST THAT ALL MEDICAL APPOINTMENTS BE VERIFIED WITH A DOCTOR'S NOTE. FOR YOUR CONVENIENCE, YOU MAY SUBMIT NOTES IN SEVERAL WAYS:

- HAND-DELIVERED BY YOUR CHILD TO SCHOOL;
- SENT VIA THE 'ABSENCE NOTE' BUTTON ON OUR SCHOOL WEBSITE HOMEPAGE;
- FAXED TO THE SCHOOL OFFICE AT 717-677-4330; OR
- EMAILED TO MRS. SWARTZ IN THE SCHOOL OFFICE AT K.SWARTZ@UPPERADAMS.ORG

Thank You 



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!

Doctor Notes are Required:



- To verify a medical appointment,
- For 3 or more consecutive absences, and
- Any absence beyond ten (10) cumulative days excused by parental notification.

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.

Thank You

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.

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 District Social Worker.
- **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 District Social Worker is required by law to hold an absence improvement conference with parents/guardians to develop a Student Attendance Improvement Plan (SAIP). 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.



Upper Adams Intermediate School

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

Sonia Buckley, Principal - s.buckley@upperadams.org

William Thomas, Assistant Principal - w.thomas@upperadams.org

Karen Swartz, Administrative Assistant - k.swartz@upperadams.org

Sheri Tuckey, Administrative Assistant - s.tuckey@upperadams.org