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If your child will be absent, or arriving late please contact us:

- Send in a note within 3 days of your child returning to school
- Email Or Call Us
  - Stony Creek Elementary Center:
    SCESattendance@antietamsd.org
    610-314-7719 ext 1
  - Kerry C Hoffman Elementary Center:
    KCHISattendance@antietamsd.org
    610-314-7719 ext 2
  - Antietam High School:
    AHSattendance@antietamsd.org
    610-314-7719 ext 3

Antietam School District Attendance Protocols



Policy Manual

Antietam Board of Education Attendance Policy 204

Purpose: The Board requires that school-aged students enrolled in the schools of this district attend regularly, in accordance with the laws of the state. The educational program offered by this district is predicated upon the presence of the students and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

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Berks Initiative for School Attendace (BISA)

Berks County Attendance Protocol

Vision: The Berks Initiative for School Attendance (BISA) seeks to provide professionals working with children who are chronically absent a means to rapidly, consistently and successfully address the critical issue of school attendance within the schools and courts of Berks County. The BISA seeks to reengage students to increase graduation rates and better prepare them for their future. The BISA will focus on children who need the most assistance through periodic evaluation of the program to ensure that it continues to meet the needs of the schools and courts.

Unexcused Absences

1st & 2nd	After the first and second unexcused absence, a slip will be sent home with your child. Please complete and return this slip ASAP.
3rd	After the third unexcused absence, a letter will be sent home. Please submit a doctor's notes, written note, or email providing a reason for the absences.
5th	After the fifth unexcused absence, a letter will be sent home and a Student Attendance Improvement Plan meeting will be set with the attendance monitor.
6th	When a student has six or more unexcused absences, they are considered habitually truant.
10th	After the tenth unexcused absence, a letter will be sent home. You will then be referred to the Advancing School Attendance Program and a citation will be submitted to the MDJ.

Unexcused Absences

All absences shall be considered unexcused until the school receives a valid written excuse within the prescribed time period. In order to be changed to an excused absence, the reason must be consistent with school policy for excused absences. Otherwise the absence should remain unexcused.

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Arrival Times

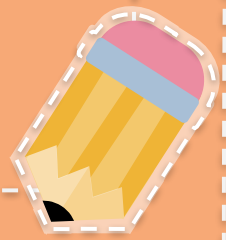
- Stony Creek Elementary
  - 8:00-8:25
- Kerry C Hoffman Intermediate
  - 4-5 8:15-8:20
  - 6-8 8:05-8:15
- Antietam Senior High
  - 7:45-8:00
- If your student arrives after the arrival window, they are considered tardy

Tardy Protocol

All tardy minutes will accumulate towards unexcused absences

½ day unexcused absence = 120-239 missed instructional minutes

1 day unexcused absence = 240 or higher missed instructional minutes

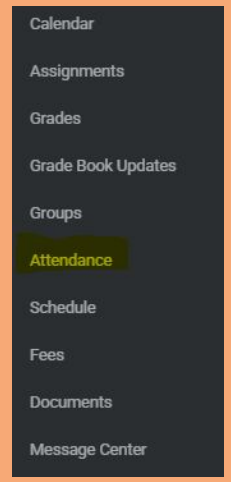


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Infinite Campus

Checking Attendance on Infinite Campus

1. Log into Infinite Campus
2. Select Attendance from the menu on the left



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ASAP

Advancing School Attendance Program (ASAP)

The Advancing School Attendance Program serving Berks County is designed to work with families and youth to increase school attendance and/or participation in career-oriented activities. Typical family goals for students participating in this program include reducing student absenteeism and decreasing tardiness.

Magisterial District



Magisterial District Court

Magisterial District Judge: Sandra L. Fegley

In accordance with state law, once you have accumulated six or more unexcused absences, a referral will be sent to the Magisterial District Court and you, or your student, could be sentenced to one or both of the following penalties:

1. A fine of $300.00 or more for each citation, plus additional court costs
2. Community service hours

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