

## ATTENDANCE/LATENESS

Commonwealth of Pennsylvania law requires every student to be in attendance on all school days and hours that school is in session. The law further mandates that students may not absent themselves without the approval of the school. Regular, consistent attendance at school is necessary and critical for success.

Every absence from school must be accompanied by a phone call from a parent or guardian that same morning verifying the nature of the absence. Calls should be made to the school (267-514-182, extension 296) between 7:00 A.M. and 7:30 A.M. Parents/Guardians will be called by the school if a student's absence has not been reported. Students are also expected to present school approved absence excuse notes upon their return to school. Students absent for three (3) or more consecutive days must also submit a note from a medical Doctor.

The only "excused" absences are medical situations verified by a Physician, a death in the immediate family, and/or a verifiable family emergency. In these situations it will be recorded as an absence, but for safety and security reasons, a phone call to the school is still required. It should also be noted that students are not permitted to participate in any school sponsored activities on days when they are absent unless prior approval has been obtained from school officials.

Any student who is late for school or late for class will be issued a detention that is to be served the same day. In addition, any student who demonstrates persistent lateness, absence, or who refuses to attend their assigned detentions will be referred to the Disciplinarian for further action.

Due to safety and security reasons, the school reserves the right to contact parents/guardians regarding absences and lateness. In addition, the school also reserves the right to contact the School District of Philadelphia's truancy office if in fact truancy is suspected.

**POLICY REGARDING ABSENCES:** See the Chart below regarding Absences and Summer School.

<u>ABESNCES</u>	<u>REQUIREMENT</u>	<u>FAILURE TO FULFILL REQUIREMENTS</u>
10 Days	2 HR. Sat. Class	One (1) week of Summer School
15 Days	2 HR. Sat. Class	One (1) week of Summer School
20 Days	2 Weeks Summer School (Students who do not attend Sat. classes will have four (4) weeks of Summer School)	<u>FAILURE TO ATTEND SUMMER SCHOOL YOU CAN NOT RETURN IN THE FALL</u>
21+Days	Students will be recommended for DISMISSAL	

## **Early Dismissals**

The following procedure must be followed for excused early dismissals to be granted:

- \* a letter signed by a parent/guardian containing a valid reason for the requested **MUST be sent to the school office one (1) day prior to the requested early dismissal**
- \* any student requesting an early dismissal must be picked up by a parent or guardian or their designee (a responsible adult over the age of 21). Proper identification is required.
- \* Some examples of valid reasons for early dismissal are:
  - participation in religious observances
  - attendance at funeral services
  - a family crisis or emergency

Standard medical and dental check-ups should be scheduled after school hours.

It is imperative that this procedure be strictly adhered to.