

ATTENDANCE POLICIES

A regular pattern of prompt attendance is required for all students. In any attendance matters, state attendance laws will be closely followed.

Absence Procedure

1. Excuse cards may be obtained from the first period teacher or high school office.
2. A completed excuse card or written note signed by the student's parents or legal guardian **MUST** be presented to the attendance secretary upon return to school. **STUDENTS ARE NOT PERMITTED TO SIGN EXCUSE CARDS, REGARDLESS OF AGE.**
3. The fact that a parent or guardian has sent a written excuse to school **DOES NOT** necessarily mean the absence is "excused," an absence becomes excused when approved by a school official.
4. Failure to return an excuse card or note within five (5) school days after the date of absence will ultimately result in the student being given an illegal or unexcused absence. The fourth and subsequent illegal/unexcused absence will result in the student being denied the opportunity to make up work.
5. Temporary excuse cards will not be issued as reminders.
6. Any student of compulsory attendance age as defined in the PA School Code, age 17 or below after three illegal absences will receive a first offense notice and the absences will be defined as "truancy". If the student continues to incur additional illegal absences after this notice has been issued, the school **WILL** offer a School Attendance Improvement Conference.
7. Once a student accrues six (6) or more school days of illegal absence, the student will be deemed "habitually truant", and **WILL** be addressed as required by the PA School Code. In the following manner:
 - a. **Under 15 years of age:** The school **MUST** refer the student to either: (1) a school-based or community-based attendance improvement program or (2) the county children and youth agency (CYS) for services or possible disposition as a dependent child under the Juvenile Act. Additionally, the school **MAY** file a citation against the parent of a habitually truant student under fifteen (15) in a magisterial district court.
 - b. **Fifteen (15) years or older:** The school **MUST** either: (1) refer the student to a school-based or community-based attendance improvement program or (2) file a citation against the student or parent in a magisterial court. If the student incurs additional absences after a school refers that student to an attendance improvement program or refuses to participate in an attendance improvement program, the school **MAY** refer the student to the local CYS agency for possible disposition as a dependent child.

Classification of Absences

It is agreed that a student's education is important, and in accordance with school law, absences are discouraged except for serious reasons. As a guideline, the following are considered excused absences:

1. Illness on the part of the student
2. Death in family
3. Recovery from an accident
4. Impassable road
5. Required court appearance
6. Quarantine
7. Religious holidays and observances
8. Pre-approved educational trips
 - a. To qualify for such a legal absence parents must submit a written request to the assistant principal's office **THREE DAYS PRIOR TO SUCH AN ABSENCE**. The request must include: the nature of the trip, identify the adult supervision, and dates of the trip. If inclement weather or other unforeseen circumstances necessitate changing the date/time of the trip, this **MUST** be cleared by a school official.
 - b. The educational value of the proposed trip or tour must be readily apparent if approval is to be granted (Please attach an itinerary).
 - c. It is the student's responsibility to make-up or make provisions for assignments with the teachers **PRIOR** to leaving on such trips.
 - d. Failure to abide by this procedure may result in consequences outlined in the discipline code.
 - e. The maximum number of days absent permitted under this policy is five (5) days/year. No absences will be permitted during the first or the last five school days or during semester exams. Exceptions to these provisions may be granted by the Superintendent only under exceptional circumstances.

If a student's absence does not fall into one of the preceding categories, it will be considered an unexcused absence. Students who accrue more than three unexcused absences will not be permitted to make up missed schoolwork for any subsequent unexcused absences. For example, if a test is given on the day of an unexcused absence, the student will receive a zero for that examination ([See Incomplete Work/Makeup Work](#)). The following are examples of typically unexcused absences:

- | | | | |
|----------------|-----------------|--------------|--------------------|
| 1. Car trouble | 3. Truancy | 5. Overslept | 7. Hunting/Fishing |
| 2. At the fair | 4. Baby-sitting | 6. Shopping | 8. Employment |

In addition any student is required to submit a doctor's note based on notification from the high school administration due to the accumulation of 15 or more absences from school who submits no doctor's note or a parent note will be considered unexcused/illegally absent for the day(s) of absence and will be subject to the compulsory attendance law and incomplete/no-make-up work policy referenced previously in this section.

PROGRESSIVE ATTENDANCE

In consideration of the available research regarding school attendance, classroom behavior, academic failure, and school dropout, the Lampeter-Strasburg High School will be utilizing the following plan to address issues or concerns associated with illegal and unexcused absenteeism.

Progressive Attendance – Illegal Absences

The following steps will be utilized when addressing students involved in the accrual of illegal absences during the course of the school year:

1. A school official will attempt to contact the home any time a student is absent if the school has not received contact from the parent(s) indicating an awareness of the student's absence.
2. A three-day attendance letter will be forwarded to the parent/guardian upon the accumulation of the student's third day of illegal absence and the absences will be defined as "truancy".
3. Upon the accumulation of a third day of illegal absence, a School Attendance Improvement Conference involving a school administrator, guidance counselor, parent(s) and the student will be arranged to develop a School Attendance Improvement Plan as required by law.
4. The student will not be permitted to make up missed assignments for grading purposes for any/all subsequent illegal absences beyond the initial three days.
5. If the student accrues six (6) or more illegal absences, the student will be deemed "habitually truant" and held accountable in the following manner: If the student is under fifteen years old, the student will be referred to either: (1) a school-based or community-based attendance improvement program or (2) the county children and youth agency (CYS) for services or possible disposition as a dependent child under the Juvenile Act. Additionally, the school may file a citation against the parent of a habitually truant student under fifteen (15) in a magisterial district court. If the student is fifteen years or older, the school must either: (1) refer the student to a school-based or community-based attendance improvement program or (2) file a citation against the student or parent in a magisterial court. If the student incurs additional absences after a school refers that student to an attendance improvement program or refuses to participate in an attendance improvement program, the school MAY refer the student to the local CYS agency for possible disposition as a dependent child.
6. A prosecution letter will be forwarded to the parent/guardian upon the accumulation of any/all subsequent absences beyond the initial three days.
7. A ten-day attendance letter will be forwarded to the parent/guardian upon the accumulation of ten days of illegal absence.
8. A fifteen day letter will be forwarded to the parent/guardian upon the accumulation of fifteen days of illegal absence. The parent(s) and student will be required to provide a physician's note for any/all future absences.

Progressive Attendance – Unexcused Absences

The following steps will be utilized when addressing students involved in the accrual of unexcused absences during the course of the school year:

1. A school official will attempt to contact the home any time a student is absent if the school has not received contact from the parent(s) indicating an awareness of the student's absence.

2. A three-day attendance letter will be forwarded to the parent/guardian upon the accumulation of the student's third day of unexcused absence.
3. The student will not be permitted to make up missed assignments for grading purposes for any/all subsequent illegal/unexcused absences beyond the initial three days.
4. A ten-day attendance letter will be forwarded to the parent/guardian upon the accumulation of ten days of unexcused absence.
5. A fifteen day letter will be forwarded to the parent/guardian upon the accumulation of fifteen days of unexcused absence. The parent(s) and student will be required to provide a physician's note for any/all future absences.
6. Upon the accumulation of sixteen or more days of unexcused absence the student may be issued a ten-day out-of-school suspension with either a Board of Review Hearing or Superintendent's Hearing to determine further disciplinary action in accordance with Board Policy 233 Suspension and Expulsion: <http://go.boarddocs.com/pa/lamp/Board.nsf/goto?open&id=A7DUZ66AE919>

Early Dismissal

1. Students must bring a note from a parent asking permission for an early dismissal.
2. When a student returns, he/she must sign in at the main office.
3. For a doctor or dental appointment, students must have an appointment card or written verification of visit.
 - a. If the card is not returned within five (5) school days, the minutes absent will be considered unexcused with no makeup permitted.
 - b. These absences can accumulate to necessitate the sending of a first offense notice or 1/2 to full day of truancy.

CTC Procedure:

1. Bring your request for early dismissal to the high school attendance office.
2. When you arrive at CTC, present your early dismissal form to the main office.
3. All medical excuses will require appointment cards or other proof of treatment.
4. Permits to drive on days of early dismissal from CTC must be obtained in advance at either the high school or CTC office.
5. Return Early From CTC Form.

The acceptable reasons for an early dismissal are the same as those previously listed under the heading "excused absences". Students are reminded that, except under unusual conditions, a medical appointment is not a legal reason to miss an entire day of school.

Tardiness

Students are required to be at school on time. Any student who reports late to school must check in at the main office. A late arrival will be coded as a tardy if the student signs in at the main office by 8:05 AM. Any late arrival after 8:05 AM will be coded as truancy. School officials establish whether a tardy is excused or illegal/unexcused. After the fifteenth illegal/unexcused tardy, a doctor's excuse may be required. Some typically illegal/unexcused tardies are: car trouble, alarm failed, overslept, friend forgot to pick me up. Students who choose to drive to school also must accept the responsibility of being here on time - since bus transportation is provided, a car cannot be the excuse. Anyone who is late during final exams, if the tardy is deemed illegal/unexcused, will automatically receive two (2) detentions. A student will be assigned disciplinary consequences after the third (3) unexcused tardy, as described below:

<u>Number of Tardies</u>	<u>Consequence</u>
4	Letter home to parents
7	1 detention
10	3 detentions
13	3 detentions
16	3 detentions

Every third accrued tardy will result in the issuance of 3 additional detentions

Please note that illegal/unexcused tardies exceeding the time parameters established above will be considered as partial day illegal/unexcused absences and will be addressed in accordance with the [progressive attendance plan](#) and [progressive discipline plan](#).

Attendance Requirement for Participation in or Attendance at After School Activities

In order for students to participate in or attend school activities during the week, they must be in attendance the "full school day." For purposes of extracurricular activities a "full school day" shall mean being in attendance no later than 30 minutes after the beginning of the school day. After this period of time, only early dismissals, late admits with proper medical slips, or school officials approved absences will be honored for participation or attendance at after school activities.

Attendance at P.I.A.A. Athletic Events

If Lampeter-Strasburg athletes and teams are participating in P.I.A.A. playoffs/competition during the regular school day, student-spectators may attend provided:

1. They are not on the ineligibility list for one (1) or more subjects.
2. They have not exceeded three (3) days unexcused absence for the school year.
3. They submit to the office a completed trip approval form prior to 9:00 am the school day before the event.
4. They have not been suspended from school activities on the day of the event.

Students who have not abided by this policy will be subject to suspension in accordance with the consequences listed in the detention/suspension section of this handbook. In addition, the day of absence will be recorded as unexcused/illegal with no makeup permitted and will be subject to fining. Upon return from the trip and within five (5) school days, an excuse card and a ticket stub from the P.I.A.A. event must be submitted to the attendance office. If the school sponsors a spectator bus, students may be required to ride the bus to and from the event. Student field trip rules will then apply.

Related Board Policies

200 Enrollment of Students:

<http://go.boarddocs.com/pa/lamp/Board.nsf/goto?open&id=A7DUWU6AE8DB>

201 Admission of Students:

<http://go.boarddocs.com/pa/lamp/Board.nsf/goto?open&id=A7DUWW6AE8DE>

202 Eligibility of Non-Resident Students:

<http://go.boarddocs.com/pa/lamp/Board.nsf/goto?open&id=A7DUWY6AE8E1>

203 Immunization and Communicable Diseases:

<http://go.boarddocs.com/pa/lamp/Board.nsf/goto?open&id=A7DUX26AE8EA>

203.1 HIV Infection: <http://go.boarddocs.com/pa/lamp/Board.nsf/goto?open&id=A7DUX46AE8EB>

204 Attendance: <http://go.boarddocs.com/pa/lamp/Board.nsf/goto?open&id=A7DUX66AE8EC>

206 Assignments Within District:

<http://go.boarddocs.com/pa/lamp/Board.nsf/goto?open&id=A7DUX96AE8EE>

208 Withdrawal From School:

<http://go.boarddocs.com/pa/lamp/Board.nsf/goto?open&id=A7DUXD6AE8F1>

233 Suspension and Expulsion:

<http://go.boarddocs.com/pa/lamp/Board.nsf/goto?open&id=A7DUZ66AE919>

251 Homeless Students: <http://go.boarddocs.com/pa/lamp/Board.nsf/goto?open&id=A7DUZY6AE925>