



Central Dauphin School District Handbook

Attendance

Board Policy 204 Attendance

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

Please reference the website www.cdschools.org for the complete attendance policy or contact a school or the district office for a paper copy.

Absences: Excused and Unlawful/Unexcused

Parents are encouraged to call the school office when their child will be absent from school but you must still send a written note as well.

Excused absences includes the absence of a pupil for any one of the following reasons: illness, quarantine, death in immediate family or a prior approved educational trip.

Unlawful/Unexcused (unlawful are for 16 years or younger based on compulsory school age per School Code and unexcused are for 17 years or older) absence is the absence of a pupil for any reason other than those classified above or failure to turn in a written excuse in a timely manner (see Required Notes below). Students will not receive credit for any school work assigned on unlawful/unexcused absences, unless within 3 school days that student voluntarily attends a staff determined make-up session and completes and submits the assignment at the end of the make-up session for a class they missed. In addition to measure taken based on district attendance policy and the PA School Code, other punitive measures will result when unexcused/unlawful absences accumulate.

An accumulation of 18 unlawful/unexcused absences may result in a loss of credit for the year.

Required Notes - After each absence a student is given three (3) days to turn in a written excuse to the office upon their return. If note(s) are submitted after three days, the absence becomes unexcused or unlawful. Although a phone call is encouraged to the school for each absence, a written excuse within 3 school days is still required. A doctor's certificate shall be required for absence due to illness, for three (3) or more consecutive days, or for a shorter period if requested by the school.

After three (3) days of unexcused/unlawful absence, an official three (3) day notice as required by Pennsylvania law, is served to the parents/guardians. This constitutes a first

offense. This first offense notice is considered a warning.

After the first offense, any half (5) days or more constitutes an additional offense. If additional offenses occur, the parent/guardian is subject to a fine or imprisonment in accordance with the compulsory attendance laws of Pennsylvania. An accumulation of unexcused/unlawful absences may also result in other disciplinary measures.

After a student has accumulated a number of absences that exceeds the ten (10) absences for the current school year, the district shall require the student to submit a doctor's note for each subsequent absence within three (3) school days, or that day will be recorded as unlawful/unexcused. Any absences from school (tardy or early dismissal) that are not accounted for by an appropriate note are accumulated as unlawful/unexcused attendance.

Tardiness

A pupil is tardy if not in the homeroom/classroom when the bell signal for the opening of school session is given. In case of tardiness, the pupil must report to the office before going to homeroom or class. Any early dismissal that is unexcused will be recorded as a p.m. tardy.

At both the secondary and elementary levels, unexcused tardy time is considered unlawful absence time from school. Therefore, accumulated tardy time may be pursued in Truancy Court under compulsory education violations.

At the Elementary Level - After the third (3rd) unexcused tardy, a "Building Principal's Letter" will be sent to the parents/guardians. After the fifth (5th) unexcused tardy, a "District Official Tardy Letter" will be sent to the parents/guardians and a parent/guardian meeting will be scheduled with the school counselor. After the eighth (8th) unexcused tardy, parent contact will be made through a tardy letter, a parent/guardian meeting will be scheduled with the school principal to discuss possible interventions to address the tardy situation, and a counselor-student meeting will be scheduled.

At the Secondary Level - After the fourth (4th) unexcused tardy, a detention is issued. After the fifth (5th) unexcused tardy, an information letter is sent to the parents/guardians. Continued unexcused tardies will result in further disciplinary action.

Early Dismissal Requests

At the Elementary Level - Physician/dental appointments may be considered an excused absence. Written notice from parent/guardian is required to permit the early dismissal. A written excuse is required upon the return of the student. This excuse may be provided by the physician/dentist or the parent/guardian. If a student has been placed on doctor's notice, a parent note will not be accepted.

At the Secondary Level - Physician/dentist appointments, college placement and job interviews may be considered an excused absence provided a written parent/guardian request, prior to the appointment, is approved by building principal or designee. The request should state the reason for the visit, the name of the physician, dentist, college representative or potential employer, date and time of the appointment and how and by whom the pupil will be transported. A written excuse is required upon the return of the student. This excuse may be provided by the physician/dentist or the parent/guardian, college representative or prospective employer. If a student has been placed on doctor's notice, a parent note will not be accepted.

Early dismissal for any other reason other than those listed above will be considered a tardy unless special arrangements are made and approved by the building principal.

Observance of Religious Holidays

Pupils may be excused from school to observe major religious holidays. For the full or part-time excusal of a pupil from school or a session of school to observe a religious holiday, it is necessary that the pupil present a written request by the parent/guardian to the school office prior to the date of the absence.

Educational Trips/Activities

Policy - Pupils will be permitted to take an educational trip and/or participate in educational activities, in accordance with district procedures. Parents must obtain and submit the proper district request form to the school office prior to the planned trip or activity.

Students must submit an educational trip form prior to "Take Your Child to Work Day" in order for the day to be excused. If students have already utilized their educational trip days then it will be an unexcused absence.

TRIPS: No educational trips will be approved the days PSSA tests are scheduled. Educational Trips must be educational in nature and the student must be supervised by one or more adult family members. Total number of days will not exceed more than five (5) days total for the year.

ACTIVITIES: No educational activities will be approved the days PSSA tests are scheduled. Three (3) excused absences (occasions) will be permitted for educational experiences that are through a district program or a district recognized educational program that provide enrichment, placement