

Attendance

Regular attendance at school is an important part of every student's success and is necessary in order to gain the greatest benefit from the educational experience. Students who are frequently absent from school miss direct instruction and regular contact with their teachers. Commonwealth of Pennsylvania Law and School Board policy require regular daily attendance. When absences accumulate, it may ultimately result in academic difficulty.

Absences will be treated as unlawful until the school receives a written excuse explaining the absence. Parents and guardians have 3 days after an absence to submit a written note. A maximum of 10 cumulative, lawful absences shall be permitted during the school year. Request for excuse of absences after 10 absences shall require a written physician's note.

An unlawful absence shall be defined as an event in which a student is absent without a valid, acceptable note. A student is considered habitually truant when he or she accumulates 6 or more unlawful absences.

Upon returning from an absence, your child MUST bring a note to school. Without a note (within 3 days of the absence), the absence will become unlawful. A warning letter will be sent home if a child accumulates 3 unlawful absences and a parent meeting will be offered. If a student accumulates 6 or more unlawful absences, the district is required by law to hold a mandatory Student Attendance Improvement Plan (SAIP) with parents or guardians. If additional unlawful absences occur after the 6 day SAIP meeting, the school district will file a referral to a school or community based attendance program or a referral to Children and Youth Services. The school will also file a citation with the court.

Arrival and Departure

Students should be in their classroom for attendance by 8:15 a.m. prepared with needed materials to start the day. Please try to arrive at school by 8:05 a.m. **Students may NOT arrive to school prior to 8:00 am.** Once on school grounds, students may not leave the school grounds for any reason unless excused by a building administrator. ***All students must leave the premises after school unless under the direct supervision of a faculty member.*** If students meet with a teacher after school, participate in athletics, or other school activities, they should take their books, coats, etc. with them so that they can leave school immediately upon conclusion of the activity. **Students may not leave school grounds at the end of the day and then return to ride the late bus or associate with other students, etc.** Also, students are NOT to be on Sun Valley High School property unless given prior permission from an administrator.

Students requesting a change of assigned bus for the day must submit a written note from a parent/guardian and submit it to the main office at the beginning of the day.

Students requesting any permanent changes in bus assignment should contact the Penn Delco transportation department at ext. 8604.

Early Dismissal

A student that requires an early dismissal must have a written request from the parent/guardian. The note must include the student's full name, grade, date, time and reason for the early dismissal, a parent's signature, and a telephone number at which the parent can be reached. The note must be given to the Period #1 teacher or brought to the Main Office at the beginning of the school day. (Students requesting an early dismissal for a doctor or dentist appointment are to bring a doctor or dentist's note when they return to school from the appointment). Parents must report to the Main Office in order for a student to be released for an early dismissal. The parent/guardian must sign out their student in the sign-out book in the Main Office and provide proper identification. Upon return to school the same day, the parent/guardian must sign the student back into school. It is the responsibility of the student to contact teachers to make up missed work.

Excused Absences

The School Code of Pennsylvania provides that everyone between the ages of eight (8) and seventeen (17) must attend school. The only legal excuses for absences are personal illness, quarantine, death of an immediate family member or preapproved family trips of an educational nature.

When a student is ill, a parent/guardian may call the office at 610-497-6300 X3339 and may leave a voicemail message on the machine prior to 8:30 a.m. **The phone call must be followed by a written note that must be turned in within 3 days of the student returning to school.** The note should include the student's full name, grade, reason and date of absence and a parent/guardian signature. The note must be given to the student's Period #1 teacher and sent to the office at the beginning of the school day. Notes may also be faxed to 610-485-5557. You may also choose to send an electronic absence note, please adhere to the guidelines for "Submitting an Electronic Absence Note".

Submitting an Electronic Absence Note

Absence notes may be submitted to the school as an email attachment with the following guidelines:

Directions on submitting electronic absence notes:

1. Parent or guardian writes the absence note on a piece of paper or green sheet.
2. Parent/guardian signs the note.
3. Parent/guardian scans the note or takes a picture of the note.
4. Parent attaches scanned note/picture of note to an email.
5. Parent/guardian sends the message to: nms-attendance@pdsd.org

Please follow these guidelines:

- NO electronic signatures will be accepted.
- ONLY emails with a signed absence note attached will be accepted.
- Emailed notes MUST be sent to the designated email account. Please do not send directly to school staff members.
- Notes must contain the date of absence, student's name, grade level, reason for absence and parent/guardian signature.
- The designated email account is for absence notes only. All other content should be sent to a school staff member directly.

Failure to phone the school and provide a written parental/guardian note or doctor's note within 3 school days will result in an unexcused absence and may lead to truancy proceedings. An excused absence is counted as an absence. **All absences are considered unexcused until a parent/guardian or doctor's note is received in the office. A phone call alone does not excuse the absence.**

Family Educational Trip/Vacation

Vacations should not be planned when school is in session. If a vacation during the school year cannot be avoided, it cannot be considered an excused absence unless requested in writing and pre-approved by the principal. Vacations one week before or during the PSSA testing window will not be excused. Children will need to make up classroom work within five days of the student's return unless other arrangements are made with the teacher.

Please refer to Penn-Delco's Attendance Policy 204

Lateness

All students must attend school on a regular basis and arrive on time. Students should arrive at school by 8:05 a.m. Students must be in their classrooms for attendance when the bell rings at 8:15 a.m. to be counted as present. Late students are to report directly to the Main Office and must obtain a late pass. A signed note from a parent must accompany the lateness. The only legitimate excuses for being late to school are doctor and dentist appointments or illness of the student. Oversleeping, missing the bus, mechanical difficulties, etc. are not considered legitimate reasons for being late to school. **Students must hand in doctor's notes to Attendance when coming in late to school. Doctor's notes will not be accepted at a later date.**

According to the Northley Middle School Code of Conduct, consequences for habitual lateness are:

UNEXCUSED LATENESS

Consequences for Unexcused Lateness to school:

# of UNEXCUSED LATENESS	REGULAR DETENTIONS ISSUED	# of UNEXCUSED LATENESS	EXTENDED DETENTIONS ISSUED	# of UNEXCUSED LATENESS	SATURDAY DETENTIONS ISSUED
3	1	6	1	9	1
4	2	7	2	10	2
5	3	8	3	11+	3

***A meeting with parent, counselor and administrator will be scheduled following the 5th unexcused lateness**