

2016-17 Northley Middle School

Attendance Policies

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. Since the material presented within the classroom is an integral part of any course, students are expected to be present daily and to participate actively in class.

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".

NEW Submitting an Electronic Absence Note

New in 2016-2017: 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 Trips

Pursuant to PDSB Board Policy 204 and PA School Code, family educational trips should not be scheduled when a student will miss class time. Family educational trips WILL NOT BE APPROVED during the PSSA testing window.

If an educational trip must be taken, the following steps must be adhered to: (1) the parent must write a note clearly explaining the purpose of the educational trip and should be submitted to the principal **at least one week prior to the student's absence**; and (2) Once given administrative approval, a "Trip Note" will be issued by the principal. The student must have all teachers sign indicating that they are aware of the planned educational trip and the "Trip Note" must be returned

to the office for use as an absence note. *A maximum of 5 days of absence will be excused as a result of this process. Any additional absences associated with the trip will be unexcused.* **The student is responsible for all work missed during the trip.**

Lateness

All students must attend school on a regular basis and arrive on time. Students should try and 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

Number of Unexcused Lateness (each marking period)	Action Taken
1-2	Verbal Warning
3	Regular Detention
4	Extended Detention
5 or more	Saturday Detention