ATTENDANCE PROCEDURES

Regular attendance is the responsibility of student and parent alike. State law requires that a student attend school every day. Legal absences are constituted by:

1. Illness *Three or more consecutive days absent (or at the discretion of the administration) will require a medical excuse for the student to reenter school.
2. Quarantine
3. Recovery from an accident
4. Required court appearance
5. Death in the family
6. Family educational trip with administrative approval
7. Religious holiday/celebration
8. Students participating in musical performances at Military Funerals

ABSENCES

All absences will initially be entered into Skyward as “U”/unlawful. To verify the legality of the absences, students must provide written documentation signed by the parent and listing the reason and date of absence within three days. Upon receipt of documentation, Skyward will be updated accordingly. If the excuses are not turned in within three school days, those absences may be determined as illegal or unlawful. **When a student, who is under the compulsory age of attendance, under 17, accumulates three unlawful absences, the homeroom teacher will send notification to the parent by way of a 3-day unlawful absence letter.** (Example below.)
Parent/Guardian

Date:

Unlawful Absence Notification

This letter is to inform you that your son/daughter _______ has accumulated ___ unlawful absences during the 2018-2019 school year. These absences occurred on the following dates:

Please be aware that if your son/daughter were to accumulate an additional three (3) unlawful absences, they will be deemed habitually truant. As a proactive measure, and in the hopes of alleviating further truant behavior, Crestwood Secondary Campus Administrators would like to discuss the implementation of a, S.A.I.P. - “Student Attendance Improvement Plan”. This would be designed specifically to your student’s situation.

I look forward to working with you in partnership to rectify these attendance concerns. I am available via phone or in person to discuss any concerns you may have in relation to your son/daughter’s attendance.

I can be reached at 570-474-6782 ext. 340 or by email at …… @csdcomets.org.

In Education;

Secondary Principal of Student Affairs

Following the above outlined procedure, if a student continues to accumulate an additional 3 unlawful absences, the homeroom will inform the parent/guardian via letter (example below). Failure to submit an excuse may result in parental contact/meeting and further disciplinary consequences.
Habitual Absence Notification

This letter is to inform you that your son/daughter ______ has continued to accumulate unlawful absences during the 2018-2019 school year. The total as of this letter is ____. The absences occurred on the following dates:

At this point your son/daughter is considered to be “Habitually Truant”. As a proactive measure, and in the hopes of alleviating further truant behavior, The Crestwood Secondary Campus Administrators would like to meet and discuss in cooperation with Catholic Social Services, the implementation of a, S.A.I.P.- “Student Attendance Improvement Plan” This would be designed specifically to your student’s situation.

It is essential we meet to provide you with the necessary assistance you may need to improve your son/daughter’s attendance. In accordance with the state of Pennsylvania, please note the School District may be obligated to inform the local magistrate of habitual truancy for students of compulsory school age, which may include a citation if attendance does not improve after six unexcused absences.

I look forward to working with you in partnership to rectify these attendance concerns. I am available via phone or in person to discuss any concerns you may have in relation to your son/daughter’s attendance.

I can be reached at 570-474-6782 ext. 340 or by email at …… @csdcomets.org.

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REQUIRED ATTENDANCE DOCUMENTATION:

- A **parental note** should include: Student Name, Grade, Homeroom Teacher, Date, Reason for Absence and Parent/Guardian signature with contact number.

- If a student is absent from school for **3 consecutive days**, a valid medical excuse, indicating the nature of the illness and that it was necessary for the student to be absent from school on the date in question for that illness is required upon their return. If there is no medical excuse, the day will be considered an illegal/unlawful absence.

- A maximum of 10 days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences **beyond 10 cumulative days** shall require a medical excuse (CSD Policy #204).
Students are not permitted to make up class work missed during an absence deemed illegal/unlawful. In case of extended illness or prolonged absence (3 or more days) parents should call the guidance office to make arrangements for assignments to be forwarded home.

UNEXCUSED

An unexcused absence is an absence pertaining to students 17 years of age or older who are not in compliance with the attendance rules and regulations. These students, seventeen years of age and older, are expected to follow the rules and regulations that are set forth by the school district. Absences that are declared unexcused, as determined by the homeroom teacher, will result in the following:

- Disciplinary consequences may be applied in all instances.
- Any absence following three consecutive absences will require a medical excuse indicating the nature of the illness and that it was necessary for the student to be absent from school on the date in question for that illness. If there is no medical excuse, the day will be considered an unexcused absence. Involvement with Administration may be utilized in any case of unexcused absence.
- Consistent with the PA School Code, Chapter 11 Pupil Attendance Regulations: Students whose names are on the active membership roll, who are at any time in the school term absent from school for 10 consecutive days shall thereafter be removed from the active membership roll.
- Subsequent violations of the procedure will be dealt with on an individual basis which will serve the best interest of the student or school environment.
- Students are not permitted to make up class work missed during an absence deemed unexcused.

Students 17 years of age and older who have accumulated 9 day of unexcused absences will be informed via letter regarding accumulated absences.

Students continuing to accumulate absences up to 18 days will receive notification via letter as an awareness of potential academic difficulties.

LATENESS TO SCHOOL / HOMEROOM

Lateness to school is defined as any student arriving to school or homeroom after 7:26 am. Any student arriving to school once homeroom has concluded at 7:36 am will be is required to sign-in at the attendance desk located in the front lobby immediately upon arrival. Each student
will receive three instances of permissive lateness to school or homeroom per quarter, without necessitating medical documentation or disciplinary consequence. All subsequent instances of lateness to school or homeroom may result in disciplinary consequences. Failure to sign-in immediately upon arrival may result in disciplinary action.

- **First Offense** (Fourth Late) – Parental contact by administrator and disciplinary consequences with a Level I detention
- **Second Offense** – Parental contact by administrator and disciplinary consequences with a Level II detention
- **Third Offense** – Request for parental conference with Administrator and disciplinary consequences with a Level III detention. Possible revocation of student privileges
- **Fourth Offense** – Level III detention and request for parental conference. Revocation of student privileges.

Lateness will be excused with proper medical documentation consistent with PA School Code, Chapter 11 Pupil Attendance Regulations. Medical excuses may be required following three excused instances of lateness to school.

*If “personal” or “family issue/emergency” is indicated on the late slip as the reason for untimely arrival to school, a school administrator will engage the student in a brief conversation to ensure there is not a health, safety, welfare issue, or an emotional crisis in need of attention.

**CLASS CUT**

A class cut is defined as not reporting to a single class period. Students may not (at the discretion of the classroom teacher) be permitted to make up class work missed which resulted from a class cut. Leaving School Property may result in suspension. Class cuts (including, but not limited to - study hall, activity period, lunch, etc.) and/or leaving school property will result in the following disciplinary action:

- **First Offense** – Level 1 detention and parental contact by Administration
- **Second Offense** – Level 2 detention and parental contact by Administration
- **Third Offense** – Parent conference requested. Suspension may occur

**LEAVING SCHOOL PROPERTY/MULTIPLE CLASS CUTS**
Leaving school property is equivalent to multiple class cuts and suspension may occur on first offense.

- **First Offense** – Parental contact by Administration and disciplinary consequence which may include suspension
- **Second Offense** – Parental contact by Administration with the possibility of a conference and suspension

**TARDINESS TO CLASS**

Tardy to class is defined as any instance of a student arriving to class after the bell has rung. Individual classroom teachers will chart and record all instances of tardiness. The following procedure will determine disciplinary consequences for tardiness in excess of three per grading quarter (45 days):

- **First Instance** (of 3 tardies) – Level 1 detention assigned by classroom teacher.
- **Second Instance** – Parental contact by classroom teacher and **Level 2 detention** assigned by administration.
- **Third Instance** – Parental contact by Administration and disciplinary consequences up to and including suspension.

* Students, please be advised that the faculty has the right to apply punitive consequences in all instances of tardiness through a participation grade which may adversely affect your final grade.

**EARLY DISMISSAL**

School officials have the responsibility to have an official record of all students who leave the school before regular dismissal. In order to fulfill this obligation the following procedure has been established. No pupil shall be permitted to leave school during school hours unless upon personal request of a parent or guardian, or when participating in a school-sponsored program, with written permission of the parent or guardian.

**ILLNESS**

The student shall report to the school nurse to obtain permission to be sent home. The school nurse shall issue the student an early dismissal form. The form is to be returned to the nurse when the student and parent sign out.

The parent must sign the early dismissal form and the sign-out sheet in the nurse's office. Transportation from school is the responsibility of the parent or designee.
**MEDICAL OR DENTAL**

The student will follow early dismissal procedures and must provide documentation/note/excuse, signed by the physician, to be given to the attendance secretary when signing in on their return to the school building. Whenever possible, appointments should be made for non-school hours.

**OTHER**

Students being dismissed early for job interviews, family business or other non-medical appointments must submit a written request for early dismissal to the attendance desk before school for verification. This written request must be signed by a parent or guardian. Students shall complete the early dismissal form and return it to the attendance desk located in the main lobby.

Parent or legal guardian may report to the attendance desk to have his/her son/daughter dismissed early. The parent must sign the student out on the sign-out sheet. Such dismissals will normally be considered for emergencies only. The administration reserves the right not to accept phone calls from parents for early dismissal. Students shall be released from school only to their custodial parents or guardians or persons authorized in writing by their parents or guardians on School District Emergency Forms. The building administrator must approve exceptions to this rule.

Students who are members of volunteer fire or rescue squads are to report to Mrs. Liz Walck in the main office, to have their names placed on a list. Listed students will be allowed to leave school following a phone call from their chief indicating that their presence is needed. Students who leave without meeting these criteria will be referred for cutting classes they have missed, and will face disciplinary consequences.

**WILKES-BARRE CAREER and TECHNICAL CENTER ATTENDANCE**

CTC students from Crestwood are expected to be in attendance at the CTC all days that there are scheduled classes. Days that classes are conducted at the CTC but not at Crestwood, transportation will be supplied to and from school by the Crestwood School District. On Crestwood early dismissal days, students will be provided transportation to the CTC and attendance is required.

Students accumulating two unexcused absences by being present at either the CTC or Crestwood, but not at both, will receive written notification from a school official. Each unexcused absence will result in disciplinary action.