

# PENNWOOD MIDDLE SCHOOL

## ATTENDANCE, LATENESS, LEAVING SCHOOL EARLY, AND PLANNED/EDUCATIONAL TRIP PROCEDURES

As per the Pennsbury School District Student Conduct Policy:

### C. LEAVING SCHOOL EARLY

1. While we do not encourage early dismissal from school, students who request to leave school before regular dismissal must bring a written note from their parent/guardian requesting that they be permitted to leave early. The note should include a telephone number where parent/guardian can be reached for verification, if necessary. Proper I.D. must be provided by a parent/guardian when signing a student out of school.
2. Transportation arrangements must be made by a personal contact between the parent/ guardian and the school administration.

IN A NUTSHELL: Please send students to school with a parent note the day of the early dismissal. Students should report to the main office first thing in the morning to obtain a blue card which they take around to the teachers of the classes they will be missing for signatures. This serves as their pass to meet you in the office at the designated early dismissal time.

### I. Attendance

#### A. DAILY

1. All students are required by law to attend school. Consistent with School Laws of Pennsylvania, all absences are unexcused or unlawful except for the following reasons:
  - a. Illness
  - b. Obtaining professional health care or therapy from a licensed practitioner
  - c. Quarantine
  - d. Family emergency
  - e. Recovery from accident
  - f. Required court appearance
  - g. Death in family
  - h. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.
  - i. Observance of a religious holiday observed by bona fide religious group, upon prior written parental request.
  - j. Non-school-sponsored education tours or trips, if the following conditions are met
    - The parent/guardian submits a written request for excusal prior to the absence
    - The student's participation has been approved by the Superintendent or his/her designee.
1. Absences which do not meet the criteria indicated above shall be considered an unexcused/unlawful absence.
2. All absences shall be treated as unlawful until the Pennsbury School District receives a written excuse explaining the absence, to be submitted within three (3) school days upon return of the student.
  - a. Written excuse cards can be sent in on a hand-written note, emailed to the specific school's attendance email or written on a provided excuse card (picked up in designated attendance office).
  - b. If students know that they will be missing school for some reason, a note from their parent/ guardian explaining why they will be out of school should be presented to the office.
  - c. Students who present falsified or forged attendance excuses will be subject to consequences up to and including suspension and/or expulsion from school. Students and/or parents/guardians will also be referred to local law enforcement.
  - d. After three days, absences will only be excused if a medical note is provided.
3. If an excuse is not returned within three days of the student's return to school, then the absence(s) shall be deemed unexcused/unlawful.

IN A NUTSHELL: Please email absence excuses to [pwattendance@pennsburysd.org](mailto:pwattendance@pennsburysd.org). You do not need to call the main office or nurse's office to report your child's absence.

## **B. LATENESS**

1. All students are expected to be in school on time. All lateness to school are unexcused or unlawful except for the following reasons:
  - a. illness of student;
  - b. death in the immediate family;
  - c. religious holidays and religious instruction as permitted by law;
  - d. other urgent reasons;
  - e. educational trip approved pursuant to Section I.D.

IN A NUTSHELL: You do not need to sign your student in late, however, if the lateness is for a doctor appointment, please obtain a doctor note and have the student bring that to the office when signing in. Students will receive a late pass that they will take home for all other lateness's. Please email lateness excuses to [pwattendance@pennsburyisd.org](mailto:pwattendance@pennsburyisd.org).

## **D. PLANNED ABSENCES/EDUCATIONAL TRIPS**

1. Parents/guardians may request permission to take one educational trip per year not to exceed five days. Days in excess will be considered unexcused or illegal (depending on the age of the student) and notices may be issued. Only one educational trip will be approved each school year.
2. Parents/guardians requesting permission to take their child(ren) out of school for an educational trip must notify the administration by written request at least ten school days prior to the trip.
3. School administrators may deny a Family Vacation Request or deny part of the request if:
  - a. A student has exceeded 10 excused/unexcused days for the year
  - b. A family trip request was already granted for the current school year

IN A NUTSHELL: Please send students to school with a parent note requesting a Trip Request Form. Students will bring the form home for parent/guardian contact info and signature. Students will have their teachers sign off on their form. Completed forms must be returned to the main office ten days prior to the trip and approved by the principal.