

ATTENDANCE

Students attending the Octorara Homeland Security and Protective Services Academy (OHSPSA) are expected to maintain excellent attendance practices to help develop the skills, knowledge, attitude and behavior necessary to succeed in post- secondary education and employment.

Absences due to school-sponsored activities and events, school-imposed suspension, religious observations and funerals will not be counted toward this policy. Long-term sicknesses greater than two weeks, accompanied by a physician's note, will not count toward the ten-day limit. All other absences will be counted for the purposes of this policy. In addition, students are expected to arrive on time for classes.

Ten Percent Rule - Students who miss more than 10% of the total number of school days, may not be permitted to:

- Attend school related conferences and workshops
- Participate in field trips
- Participate in work-based studies

If a student has been absent from school for any reason, an absence note signed by the parent/guardian is to be submitted to the teacher or directly to the Octorara Attendance Supervisor via email at hdenlinger@octorara.org or fax to 610.593.8235 by the third day of school following the absence. Absence notes are the responsibility of the student. Students must submit an absence note to the Academy or Octorara Attendance Supervisor and the sending school. Attendance data (absences and lateness) are included in permanent records.

Students shall be permitted to make up, without penalty, exams and class work missed during any excused absence. Teachers are required to supply make-up work only if a student's absence is excused. It is the student's responsibility to make all necessary arrangements for making up missed work and/or exams. The school administration reserves the right to determine if any absence is excused or unexcused.

An excused absence may allow the student to make up missed work within the prescribed period of time:

- 1 -3 days absencethree days to make up work
- 4-10 days absencefive days to make up work
- 11-30 days absence ten days to make up work
- More than 30 days absenceto be determined

Parents/guardians will be notified in writing when students have missed three (3) and six (6) unexcused days of school. After ten (10) absences a parent conference will be held to discuss the student's absences. In addition, the administration and guidance staff at the student's sending school will be notified in writing of the attendance problems.

Failure to attend 90% of scheduled classes in each course may result in failure for the marking period, semester or school year. Students involved in parallel programs will be

exempt from this requirement. Parallel programs include: (1) in-school suspension; (2) alternate education programs including homebound instruction; (3) institutional placement; (4) educational activities or programs of the sending school; and (5) other similar education related functions required by the sending school or approved by Octorara Area School District.

A student who is in violation of the attendance policy may not receive credit for the courses in which he/she is enrolled, and may be denied the opportunity to continue his/her program during the next school year.

All absence notes must be signed by the parent/guardian and submitted to the teacher or directly to the Octorara Attendance Supervisor via email at hdenlinger@octorara.org or fax to 610.593.8235 by the third day of school following the absence. Students will be given a reasonable amount of time to complete any work missed during an absence.

False Notes - In the event that a student falsifies a note for absence or lateness that absence/lateness will be considered unexcused, and the attendance policies established for these offenses will apply. In the event that a student presents a falsified note for an early dismissal, the early dismissal will not be granted.

If the student is absent from class due to a falsified note, the procedures for class cutting and forgery will be followed.

Lateness - Lateness to school can become a serious problem because it disrupts the orderly routine of the school. It often interferes with a student's success and negatively impacts the educational environment.

I. Late arrivals, depending on their nature, may be excused when a written explanation of the lateness is provided by the parent/guardian or sending school, and is approved by the Octorara Area School District. However, oversleeping or missing the bus, are never valid excuses for lateness. Notes that do not state a clear or specific reason for lateness s will not be accepted and will result in an unexcused lateness.

2. Parents will be contacted when habitual lateness occurs. In instances where a student repeatedly arrives late to school with notes stating that he or she is generally ill or not feeling well, the school may request a doctor's statement justifying that lateness. Four unexcused late arrivals will be considered an unexcused absence.

Truancy/Legal Action - Parents of students with cumulative unexcused lateness or failure to attend assigned classes (cuts), and/or unlawful absences totaling more than three school days are in violation of the compulsory attendance laws of the Commonwealth of Pennsylvania. The appropriate high school will be informed, and the matter may be referred to the District Magistrate for disposition.

Early Dismissal - Under no circumstances is any student permitted to leave school grounds without proper approval. Only the sending school principal, assistant principal, school nurse or attendance office may grant approval for early dismissals. No student will be permitted to leave unless a written request from home is presented and approved by sending school and Academy. **Early dismissal notes with parent signature and explanation of dismissal must be presented to the Academy before class.**