

ABSENCE POLICY AND PROCEDURES

The Neshaminy community firmly believes that continuity of learning leads to improved achievement. Please see School Board Policy 204.

ABSENCE/LATE FORMS

A note should be brought in by the student. If the student fails to bring in a note, a form will be given by the 1st period teacher. Forms are to be completed by the student's parent or guardian and returned to the 1st period teacher.

Students are expected to provide a doctor's note directly to the Attendance Office immediately upon return to school after five (5) or more consecutive days of absence.

Students are expected to sign in to school at the Attendance Office whenever late. Any student who is absent from 1st period, is not signed in to school late but is present in school, will be subject to disciplinary action.

CALLING IN DAILY ABSENCES/ABSENCE NOTES

Parents are encouraged to call in or email same-day absence of their student. Please be prepared with the following information: child's grade level and full name including the spelling of their last name. Students are expected to bring an absence note to school from their parent or guardian within five (5) days of returning to school from the absences.

Grade 9 and 10 – 215-809-6113

Grade 11 and 12 - 215-809-6116

Absences for which absence notes are not returned will be declared illegal/unexcused. The assistant principal may declare an absence illegal/unlawful. Acceptable reasons for absences are illness, death in the family, religious holidays, educational tours or trips and other urgent reasons approved by the assistant principal. Examples of unacceptable reasons are oversleeping, missing the bus, non-functioning alarm clock.

EARLY DISMISSAL

Students needing to leave before the end of a given school day must present a parent note, email or call in to the Grade-Level Attendance Office before 1st period the day of the absence. The dismissal time, adult responsible for picking up and signing out the student, parent name and early-morning phone number must be clearly stated on the note or email. The parent or guardian must report to the appropriate Grade-Level Attendance Office at dismissal time to record the reason, date and time of the early dismissal and to sign the registry. If the student drove to school, the student must report to the Grade-Level Attendance Office to sign out at the appointed time. Early dismissal requests will be verified through direct parental contact. Should an unplanned need for early dismissal arise once the school day has begun, parents are asked to call the Grade-Level Attendance Office before leaving home to pick up the student.

SAME DAY/RETURN

Parents and students are strongly encouraged to schedule appointments during non-school time. Requests for partial-day early dismissals should be made in accordance with the procedure described above in "early dismissal". Students are expected to sign back in to school at the Grade-Level Attendance Office should they return to school to complete the school day.

LATE ARRIVALS

For the 2021-2022 school year, upon arriving to school once 1st period has begun (7:31 AM), the student must report to the Grade-Level Attendance Office with a written excuse note signed by a parent or guardian. The note must clearly indicate the reason for the late arrival. Students arriving without an excuse note will have their tardy coded as unexcused.

LIMITATIONS DUE TO ABSENCES

Students are not to be on campus before, during or after school when absent from school. Students will not be permitted to participate in Gym Night, grade-level trips, performing-group trips, etc.

COLLEGE VISITATIONS

Parental requests for a student to be excused for a college/university visit while school is in session must be made in writing to the appropriate Grade-Level Attendance Office five (5) days in advance of the visit. The student, as a courtesy, should share the information with teachers ahead of the visitation. Upon return from a college/university visitation, the student must submit verification to the appropriate Grade-Level Attendance Office in the form of a letter on college/university letterhead with an official's signature. The absence will then be considered excused.