

## NHS ABSENCE POLICY AND PROCEDURES

The Neshaminy community firmly believes that continuity of learning leads to improved achievement.

### ABSENCE

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

### EXTENDED ABSENCE

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

### LATE ARRIVAL

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

### CALLING IN DAILY ABSENCE/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 three (3) days of returning to school from the absence.

Absences will be declared and remain unlawful/unexcused until a note is received. Acceptable reasons for absences are illness or injury, obtaining professional health care or therapy, quarantine, family emergency, required court attendance, death in immediate family, upon written request, non-school sponsored educational tours or trips to college or postsecondary institution visit, with prior approval, a student may miss no more than three (3) days. Examples of unacceptable reasons are oversleeping, missing the bus, non-functioning alarm clock.

### ATTENDANCE OFFICE EMAIL/PHONE NUMBERS

<b>Grade 9</b>	<a href="mailto:nhsattendance9@neshaminy.org">nhsattendance9@neshaminy.org</a>	215-809-6113
<b>Grade 10</b>	<a href="mailto:nhsattendance10@neshaminy.org">nhsattendance10@neshaminy.org</a>	215-809-6116
<b>Grade 11</b>	<a href="mailto:nhsattendance11@neshaminy.org">nhsattendance11@neshaminy.org</a>	215-809-6116
<b>Grade 12</b>	<a href="mailto:nhsattendance12@neshaminy.org">nhsattendance12@neshaminy.org</a>	215-809-6113

### SAME DAY/RETURN

Parents and students are strongly encouraged to schedule appointments during the non-school time. Requests for partial-day early dismissals should be made in accordance with the procedure described in the "Early Dismissal" document [HERE](#). 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**

Upon arriving to school once 1<sup>st</sup> period has begun (7:21 AM), the student must report to the Grade-Level Attendance Office with a written excuse note signed by the parent/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, athletic activities, etc. on the day of the absence.

**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 their teachers ahead of 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.