

ATTENDANCE

Regular attendance at school is very important and good habits are cultivated early in life. We thank you in advance for the efforts you put forth to see that your child is in school; however, sick children will find it difficult to concentrate and learn, and should remain at home.

Contacting the office

As a safety measure, you must contact your school office **prior to 8:50 AM** when your son/daughter will not be in school on a given day. You can call the school office at any time to leave a message on the school voicemail, **ext. 1711**. If we do not hear from you, you will hear from us. We want to be sure your children are safe either at home or school.

Early dismissals

Early dismissal of a student **before 2:15 P.M.** is classified as a half-day absence. Students taken out of the building for over 70 minutes (at any time during the day) for an appointment will receive a half-day absence.

Absences

- A note is required from parents for all absences
- Any student absent for three (3) or more consecutive days from an illness or accident not requiring a physician's care must report to the school nurse prior to readmission.
- A note for the absence(s) is required within three (3) days of return to school or the absence(s) will be marked unexcused
- **Failure to submit a note of absence within 3 days of the absence will result in an unexcused absence.**
- Accumulation of three (3) unexcused days (consecutively or not) will result in a letter from the district administration warning that each additional unexcused day will result in a referral to the district magistrate which could result in a fine.
- Student absences from school for reasons other than those allowed by school board policy (allowable include: illness, death of a near relative, (religious holiday) will be considered unexcused (*see above for ramifications of accumulated unexcused absence)
- If a student is late or leaving during the day for a Doctor's appointment, a doctor's note must accompany their return. (Board Policy #204, Sec 1329a)
- Parents/guardians will be notified in writing when their child has accumulated ten (10) days of absence not covered by a written physician's excuse or other approved absence to inform them that a written reason from their physician will be required for every day of absence that exceeds fourteen (14) days. All uncertifiable days beyond the fourteen (14) days will be treated as an unexcused absence (see above).

Tardiness

As per Board policy, excessive/chronic tardiness may result in making up for accumulated time.

Non-school sponsored trips

Wilson School District allows students to take **up to five (5) school days per school year for a non-school sponsored trip**. Please check with the office prior to the trip to complete the appropriate paperwork. **No trips will be approved during the first five (5) or the last five (5) days of a school year or during state standardized testing dates (see below):**

April 11— April 15, 2016 (grade 3-5 PSSA Language Arts)

April 18 — April 22, 2016 (grade 3-5 PSSA Math)

April 25 — April 29, 2016 (grade 4 PSSA Science)

NOTE: A non-school sponsored trip form will need to be completed for students taken out of school to go to work with their parents. This day (one of the 5 allowable) is considered an excused absence.