

## Holicong Middle School

### Attendance Policies & Important Dates for 2016 – 2017 School Year

#### Parent FAQ

As educators, we recognize that promoting regular school attendance is a key component in the successful growth and development of all students. To maximize student learning, we ask that you be mindful of our district attendance policy. **The *Compulsory Attendance Law*** in the Commonwealth of Pennsylvania requires that an absence excuse submitted by the parent or guardian be on file for every day of the student's absence. We have included an Attendance link on the Holicong homepage that includes the information below.

**What if my child has an appointment during the school day?** If your child has an appointment during the day, please write a note and have your child bring it to the front office the day before or the morning of the appointment. You can also email the attendance office at [HOLICONGATTENDANCE@CBSD.ORG](mailto:HOLICONGATTENDANCE@CBSD.ORG) or call the main number at 267-893-2700. Your child will receive a pass to leave class and meet you in the front office. **For safety reasons, parents must come to the front office to sign out their child. Please make sure to bring your driver's license when coming to the front office.** If for some reason there is an emergency or the student forgot the note, please call the main office directly at 267-893-2700. Please make sure to communicate the absence in advance - in the past parents have come to school without notification and we discourage calling into classrooms during instructional time. We are making a special note of this, as it may be a change in process for 7th grade parents, and it will help eliminate potential miscommunications.

**How do I notify the school that my child is absent?** You have a few options here, but the **most efficient way to excuse an absence is to email us directly at [HOLICONGATTENDANCE@CBSD.ORG](mailto:HOLICONGATTENDANCE@CBSD.ORG)**. You can also call the attendance line (267 – 893-2700, option 2) or give your child a written note. The school must have this documentation within 3 days of the absence, or the absence will be coded as unlawful and the student will receive disciplinary consequences.

**What is an excused absence?** According to State Law, an excused absence includes: religious holiday, illness, death in the family, educational trips and family vacation approved by administration.

**What is a tardy?** A tardy is when a student is late to class or to homeroom. Students are required to be in homeroom by 7:30. After a student is tardy 3 times, they will receive detention hours. For parents that "drop-off" students, please see the tab with these instructions. Traffic is heavy on Holicong road in the morning due to CB East and thru-traffic to 202, so we do advise students arrive close to 7:15.

**What if we have a family vacation?** Students are allotted five days per year for family travel. Parents and students must complete the Approved Absence Request Form (located online and in the front office) three days prior to the absence for family travel so the student can obtain work from his/her teachers and the absence will be approved by administration.

**What is excessive absenteeism?** This is defined as students missing greater than 10% of the school year to date at any point in the school year. If parents are aware of any medical or other issues that would cause a student to miss excessive days, we ask you contact guidance or administration in advance. If attendance continues to be an issue, we do follow the state and district truancy procedures.

**What dates should we avoid taking vacation?** We realize that sometimes planned absences during the year must occur, but we do ask our parents and students to review the district calendar ([www.cbsd.org](http://www.cbsd.org)) to avoid planning vacations in the five days at the beginning and end of each marking period. Vacations should be avoided during our stated mandated testing weeks, listed below:

#### PSSA/Keystone Testing Dates

7<sup>th</sup> & 8<sup>th</sup> Grade ELA PSSA: **April 3-7, 2017**

7th & 8th Grade Math PSSA: **April 24-28, 201**

8<sup>th</sup> Grade Science PSSA: **May 1-5, 2017**

Algebra Keystone: **May 15-26, 2017**

**PARENT SUPPORT:** Attendance is an extremely important responsibility for a school. We do ask for parents' assistance in terms of notifying the office for absences and when students leave early. If there is an issue that is more delicate in nature, please do not hesitate to contact the guidance office or administration.